

FINISH WHAT YOU START

EDUCATING BROWARD SINCE 1960



 **BROWARD  
COLLEGE**

**2010 - 2011  
Student Handbook  
& Planner**

**Anniversary Edition**



Office of the President  
Willis Holcombe Center  
Phone 954-201-7200



**WILLIS HOLCOMBE CENTER**  
111 East Las Olas Blvd  
Fort Lauderdale, FL 33301

**INSTITUTE FOR  
ECONOMIC DEVELOPMENT**  
111 East Las Olas Blvd  
Fort Lauderdale, FL 33301

**A. HUGH ADAMS  
CENTRAL CAMPUS**  
3501 S.W. Davie Road  
Davie, FL 33314

**NORTH CAMPUS**  
1000 Coconut Creek Blvd  
Coconut Creek, FL 33066

**JUDSON A. SAMUELS  
SOUTH CAMPUS**  
7200 Hollomood Pines Blvd  
Pembroke Pines, FL 33024

**PINES CENTER**  
10957 Sheridan St  
Pembroke Pines, FL 33331

**WESTON CENTER**  
4205 Bonaventure Blvd  
Weston, FL 33332

**MIRAMAR AUTOMOTIVE/  
MARINE CENTER**  
7451 Riviera Blvd  
Miramar, FL 33023

**MIRAMAR TOWN CENTER**  
2050 Civic Center Place  
Miramar, FL 33025

**TIGERTAIL LAKE  
RECREATIONAL CENTER**  
560 Gulfstream Way  
Dania Beach, FL 33004

Dear Student:

As president, I want to welcome you to Broward College. You have chosen a college where academic excellence and opportunity are the hallmarks of our dedication to our students. We are here to assist you in reaching your academic and career goals. Our distinguished faculty provides excellence in the classroom, and they are committed to your success as an individual.

This Broward College Student Handbook is for your use as a resource and guide during your time here. There is information about our student life activities, including college clubs, student media and leadership development. Broward College is a student-centered institution, and you are our number one priority. We have a commitment to provide student services that support your goals and assist you as you progress with your college education. Those services also are listed here. The Broward College Student Code of Conduct is carefully thought out and describes ethical behavior that translates well into the every-day world.

I think you will find the handbook useful, and I congratulate you on making the choice to attain a college education.

Sincerely,

J. David Armstrong Jr.  
President



Office of the Vice President for  
Student Affairs and Enrollment Management  
Willis Holcombe Center  
Phone 954-201-7200



WILLIS HOLCOMBE CENTER  
111 East Las Olas Blvd  
Fort Lauderdale, FL 33301

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111 East Las Olas Blvd  
Fort Lauderdale, FL 33301

A. HUGH ADAMS  
CENTRAL CAMPUS  
3501 S W. Dave Road  
Davie, FL 33314

NORTH CAMPUS  
1000 Coconut Creek Blvd  
Coconut Creek, FL 33066

JUDSON A. SAMUELS  
SOUTH CAMPUS  
7200 Hollywood/Pines Blvd.  
Pembroke Pines, FL 33024

PINES CENTER  
16957 Sheridan St  
Pembroke Pines, FL 33331

WESTON CENTER  
4225 Bonaventure Blvd  
Weston, FL 33332

MIRAMAR AUTOMOTIVE/  
MARINE CENTER  
7451 Riviera Blvd.  
Miramar, FL 33023

MIRAMAR TOWN CENTER  
2050 Civic Center Place  
Miramar, FL 33025

TIGERTAIL LAKE  
RECREATIONAL CENTER  
580 Gullstream Way  
Dania Beach, FL 33004

Dear Student:

Welcome to Broward College and congratulations on making the decision to pursue your degree. Whether you decide to get a certificate, AA, AS, or bachelors degree, I know you'll find all the resources you'll need to succeed right here at BC and to Finish What You Start.

I hope you'll find the Student Handbook and Planner to be a useful guide in ensuring your success at BC. You have access. Now, let's change that to Access with Success. Utilize all the resources the college offers such as smarthinking for online tutoring help and the Office of Student Success, which offers free workshops and seminars on ways to succeed during college. Be sure to make appointments with your advisor or counselor for assistance with your educational planning.

There are an extensive amount of resources and support services available to you. I encourage you to take advantage of them so you can make your time at BC both worthwhile and successful. The faculty and staff want to see you succeed, but please keep in mind that you need to take responsibility for your own learning success.

With that in mind, it's important to follow these steps to ensure that you Finish What You Start.

1. Define yourself
2. Create an education plan
3. Get financial aid
4. Register early
5. Attend and finish all classes
6. Maintain your GPA

Once again, I hope you'll use this handbook, along with the resources BC has to offer, to help you reach your academic and career goals. I know I share the same vision with my colleagues when I say we want to successfully impact your success by helping you Finish What You Start.

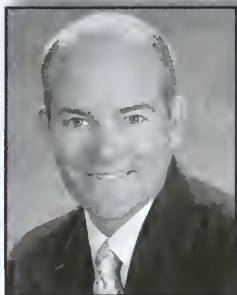
Sincerely,

Angelia Millender  
Vice President for Student Affairs and Enrollment Management

# Contents

Mission Statement.....	3
<b>Campus Directories.....</b>	<b>4</b>
Student Affairs.....	12
<b>Finish What You Start: Define Yourself.....</b>	<b>14</b>
Career Center .....	15
Choosing a Major .....	15
Finding a Job.....	16
<b>Finish What You Start: Create an Education Plan.....</b>	<b>18</b>
Educational Planning.....	19
Advising and Counseling.....	19
Student Assistance Program.....	19
<b>Finish What You Start: Get Financial Aid.....</b>	<b>20</b>
<b>Finish What You Start: Register Early.....</b>	<b>24</b>
How to Register .....	25
Student Testing .....	25
Student ID Cards.....	26
<b>Finish What You Start: Attend and Finish All Classes .....</b>	<b>28</b>
Impact of Withdrawal .....	29
Tutoring Services.....	29
Libraries.....	29
Childcare Services.....	30
Office of Student Success.....	30
Disability Services.....	31
International Students .....	31
BC Bookstores.....	32
Joining a Student Organization.....	32
Student Government.....	35
Leadership Development.....	35
Community Volunteerism .....	35
Competitive Edge .....	35
Student Publications.....	35
Physical Fitness and Recreation.....	36
Exercise Facilities.....	36
Water Sports.....	37
Intercollegiate Athletics.....	37
<b>Finish What You Start: Maintain Your GPA .....</b>	<b>38</b>
<b>Important Policies and Procedures.....</b>	<b>40</b>
Student Code of Conduct.....	40
Dismissal of Disruptive Students .....	44
Unlawful Sexual Harassment/Battery/Assault .....	44
Unlawful Discrimination, Harassment, and Retaliation .....	45
HIV/AIDS.....	45
Family Educational Rights and Privacy Act.....	45
ADA Compliance .....	47
Equity Coordinator .....	47
Students Right to Know.....	48
Computer Usage .....	48
E-mail Usage .....	48
Copyright Compliance.....	49
Complaint Process for Students for Non-Instructional Issues .....	49
Payment and Refund of Student Tuition and Fees .....	51
Florida Residency for Tuition Purposes .....	54
Excess Hours Advisory Statement .....	54
College Transfer Guarantee .....	55
Class Attendance Policy.....	55
Grades and Grade Appeal Process .....	57
Religious Observances .....	63
<b>2010-2011 Student Planner.....</b>	<b>64</b>

## Board of Trustees



BC District Board of Trustees:

Top Row (left to right): District Board Chair Sean Guerin and Board Vice Chair Sean Alvshire

Second Row (left to right): Board members Paul Tanner and John Benz.

## Mission Statement

The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge- and service-based global society. As a public community college accredited to offer associate degrees, selected baccalaureate degrees, and certificate programs, the institution and its District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty, and staff.



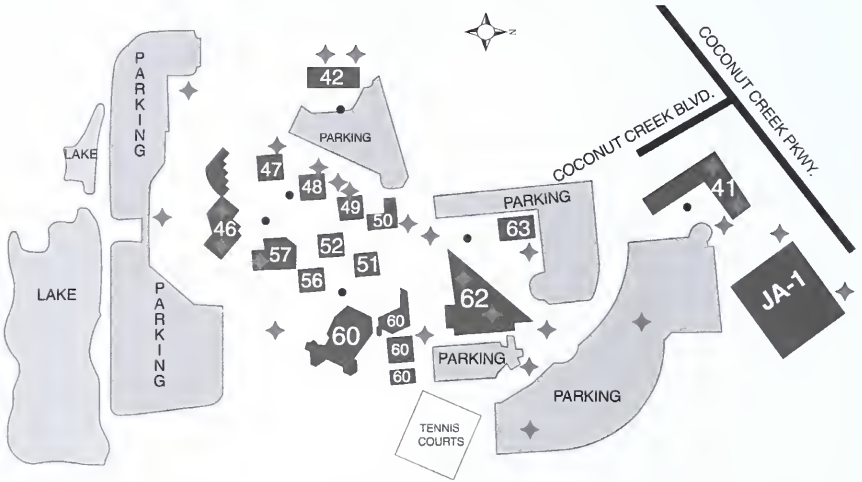
## President Broward College

**J. David Armstrong Jr.**



# North Campus

1000 Coconut Creek Blvd.  
Coconut Creek, FL 33066



- SMOKING AREAS
- ◆ CALL BOX LOCATIONS
- Campus Safety Building 46/101
- ALL ELEVATOR PHONES ACT AS CALL BOXES

41	Health Science	50	Business Administration/Visual and Performing Arts
42	Physical Plant	51	Business Administration/Bachelor of Applied Science
46	Student Services	52	Classrooms/Math Lab
47	English/Communication/Reading/ESL	56	Social/Behavioral Science
48	Engineering Technology/Computer Science	57	Mathematics/Science
49	Administration/Classrooms	60	Omni Auditorium/Wellness
		62	BC/North Regional Library/LRC
		63	Little Learners College



# North Campus Directory

Provost	Dr. Barbara J. Bryan	201-2202	Bldg. 49-200
<b>Deans:</b>			
Academic Affairs	Dr. Kevin Keating	201-2269	Bldg. 49-200
Academic Resources	Casey Gilson	201-2271	Bldg. 62-209
Business Affairs	Dr. George Stalliard	201-2403	Bldg. 49-200
Baccalaureate Programs	Dr. Monica Ramirez	201-2231	Bldg. 49-200
Student Affairs	James Evans	201-2301	Bldg. 46-222
Associate Dean of Student Affairs	Frank Gonzalez	201-2221	Bldg. 46-230
Health Sciences	Dr. Gregory Ferenchak	201-2060	Bldg. 41-109

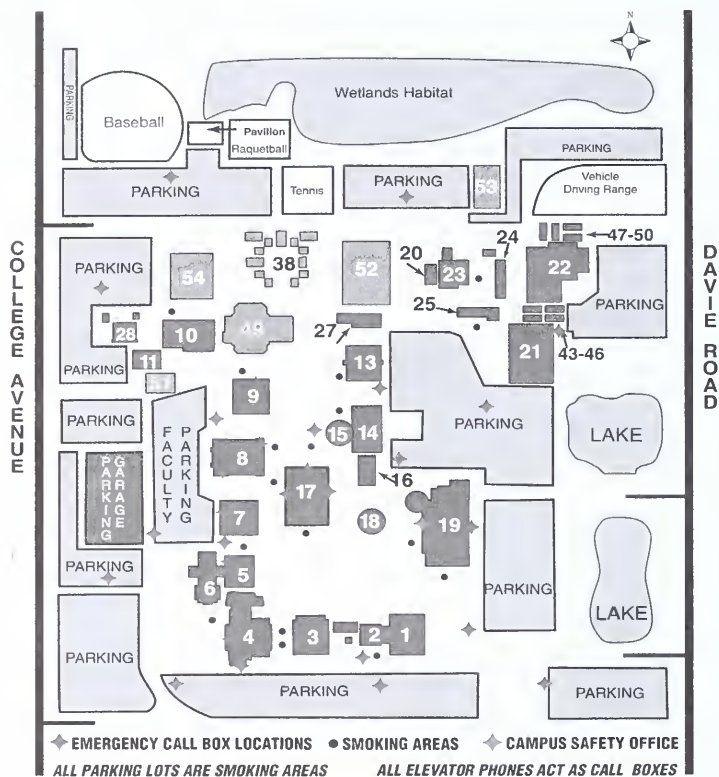
Academic Affairs	201-2206	Intramural Sports	201-2437
Academic/Learning Resources	201-2260	Job Development & Placement	201-2282
Admissions	201-2240	Language Lab	201-2262
Advisement/Counseling	201-2305	Learning Communities	201-2390
Bachelor of Applied Science		Library	201-2600
Degree Programs	201-2230	LRC Open Lab	201-2439
Battersby / Toski Golf Center	975-2045	Mathematics	201-2283
BC Emergency Hotline	201-4900	Math Lab	201-2391
Bookstore	201-2225	Mentor Program	201-2367
Business Administration	201-2360	Omni Auditorium	201-2233
Campus Safety	201-2229	Reading/ESL/SLS	201-2321
Career Center	201-2272	Reading Lab	201-2392
Cashiers Office	201-2210	Registration	201-2245
Childcare		Science	201-2284
(Little Learner's College)	201-2440	Social/Behavioral Sciences	201-2263
Communication/Fine Arts	201-2370	Student Affairs	201-2300
Computer Lab	201-2255	Student Government	201-2461
Continuing Education	201-2204	Student Life	201-2325
Disability Services	201-2313	Student Success	201-2310
eLearning	201-6564	Testing Center	201-2345
Engineering/Tech/Comp Science	201-2324	Transcript Request	201-7476
English	201-2385	Veterans Affairs	201-2330
Financial Services	201-2330	Vision Care Clinic	201-2400
Health Sciences	201-2148	Wellness Educ./Athletics	201-2314
Honors Institute	201-2407	Writing Center	201-2279



# Central Campus

3501 Davie Road

Davie, FL 33314



1	Administration, Social Sciences, Behavioral Sciences	17	MFL, Reading
2	Classrooms, College Academy	20	University/College Library, Learning Resources, Willis Holcombe Institute
3	Visual Arts	18	Buehler Observatory
4	Bailey Concert Hall, Theatre, Music, Classrooms	19	Robert E. Ferris Admissions & Student Affairs Center, Admissions, Bookstore, Cashier's Office, Counseling, Registration, Security, Student Financial Services, Student Life
5	Classrooms	21, 22	Institute for Public Safety
6	Fine Arts Theatre	23	Physical Plant
7	Math, Natural Science, Biology, Chemistry	24	Vehicle Maintenance
8	Health Sciences	25	Grounds, Building Maintenance, Facilities
9	Business Administration, Communications, ESL,	27	Child Development Center
10	Gym, Classrooms	28	Aquatic Complex
11	Wellness	43-50	IPS Classroom Modulares
13	Computer Science, Engineering		
14	English		
15	Classrooms		
16	Buehler Planetarium		



# Central Campus Directory

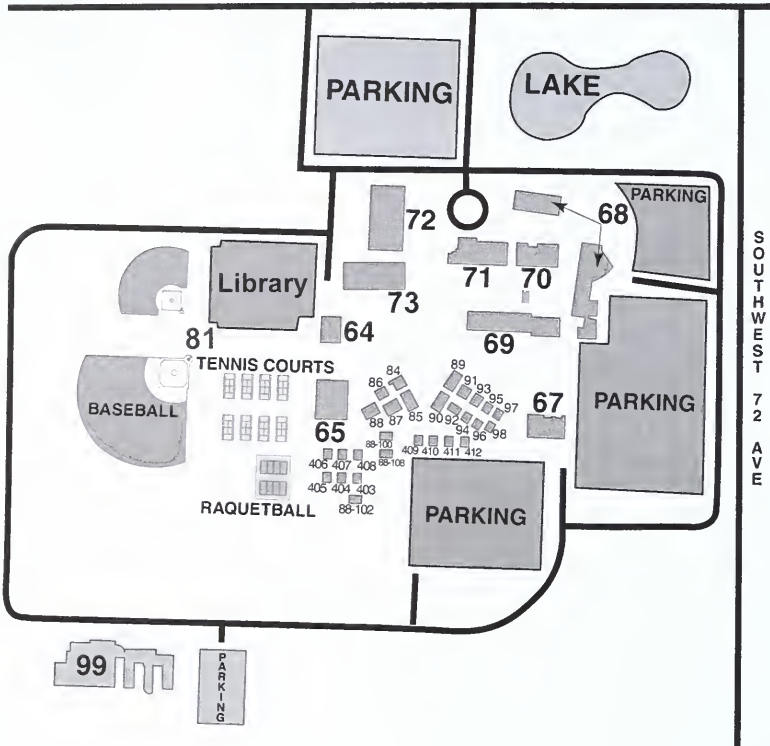
Provost	David Asencio	201-6510	Bldg. 1-157
<b>Deans:</b>			
Academic Affairs	Dr. Peter Battaglia	201-6513	Bldg. 1-165
Business Affairs	John Thornton	201-6624	Bldg. 1-159
Health Sciences	Dr. Debbie Papa	201-6767	Bldg. 8-136
Institute of Public Safety	Linda Wood	201-6789	Bldg. 22-131
Student Affairs	Kaye Francis	201-6522	Bldg. 19-130
Assoc. Dean of Student Affairs	Mindy Tilles	201-6874	Bldg. 19-116
University/College Library, LRC & Technology Support	Miguel Menendez	201-6480	Bldg. 17-317

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Advisement/Counseling	201-6528	Flexible Learning	201-6567
Admissions	201-6800	Health Sciences Dept.	201-6767
Architecture & Design Dept.	201-7396	Health Science Scholarships	201-6899
Bailey Hall	201-6880	Health Services Management	201-6904
BC Emergency Hotline	201-4900	Honors Institute	201-7645
Behavioral Sciences-Education Dept.	201-6587	Institute of Public Safety	201-6789
Biological Sciences Dept.	201-6557	Intramural Sports	201-6328
Bookstore	201-6830	Learning Resources	201-6660
Business Administration Dept.	201-6710	Library	201-6648
Campus Safety	201-6626	LRC Tutoring	201-6663
Career Center	201-6612	Mathematics Dept.	201-6692
Cashiers Office	201-6545	Math Lab	201-6645
Communication Dept.	201-6558	Medical Assisting	201-6906
Computer Science & Engineering Open Lab	201-6101	Nursing	201-6851
Computer Science & Engineering Dept.	201-6723	RN - BSN	201-4880
Continuing Education (Main #)	201-7800	Performing Arts Dept.	201-6843
Continuing Education (Language)	201-6960	Physical Sciences Dept.	201-6677
Continuing Education for Health Sciences	201-6768	Planetarium	201-6681
Counseling	201-6528	Radiography	201-2352
Criminal Justice	201-6791	Reading Lab	201-6424
Dental	201-6448	Registration	201-6865
Disability Services	201-6527	ROTC	201-6791
Distance Learning Testing Center	201-6871	Security	201-6626
Emergency Management	201-6791	Social Sciences Dept.	201-6630
Emergency Medical Services	201-6920	Student Affairs	201-6522
English Dept.	201-6637	Student Financial Services	201-6573
ESL Lab	201-4901	Student Government	201-6846
ESL/Reading/SLS Dept.	201-6427	Student Life	201-6756
Evening Administrator	201-6359	Student Success	201-6528
Financial Services	201-6573	Testing Center	201-6982
Fire Science	201-6791	Veterans Affairs	201-7621
		Visual Arts	201-6517
		Wellness Dept.	201-4862
		Wellness Center	201-6948
		Writing Lab	201-6596

**7200 Pines Blvd.  
Pembroke Pines, FL 33024**

**PINES BLVD. - WEST HOLLYWOOD BLVD.**



65	Wellness Center/GYM	72	Learning Resources
67	Bookstore	73	Child Development
68	Student Services/Student		Center
	Life/Cafeteria	81	Library
69 & 71	Classroom Bldg.	90-98	Classroom Modulares
70	Science/Computer Labs	99	Aviation
		403-412	Classroom Trailers
71 - 2nd floor	Admin/Provost		

# South Campus Directory

Provost	Jorge Guerra	201-8800	Bldg. 71-208A
<b>Deans:</b>			
Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
Business Affairs	Albert Smith	201-8001	Bldg. 71-202
Student Affairs	Janice Stubbs	201-8903	Bldg. 68-207
Associate Dean of Student Affairs	Pam Shaw	201-8875	Bldg. 69-210
Academic Resources and Instructional Technology	Terri Justice	201-8067	Bldg. 72-136B
Transportation Technology	Jorge Guerra	201-8085	Bldg. 99-118
Teacher Education Program	Aline Sarria	201-8420	Bldg. 85

Academic Advisement	201-8875	Learning Resources	201-8909
Admissions	201-8835	Library	201-8825
Automotive Technology	201-8103	Mathematics Dept.	201-8920
Aviation Institute	201-8080	Math Lab	201-8909
BC Emergency Hotline	201-4900	Mentor Program	201-8994
Bookstore	201-8805	Nursing	201-8850
Business Administration	201-8933	The Observer	201-8877
Cashiers Office	201-8830	Office Systems & Tech	201-8841
Career Center	201-8865	P'an Ku	201-8044
Climbing Wall	201-8238	Reading Lab	201-8909
Communications	201-8986	Registration	201-8835
Continuing Education	201-8815	Science/Wellness Dept.	201-8965
Counseling	201-8876	Safety	201-8970
Disability Services	201-8913	Safety Emergency Line	893-5700
English Dept.	201-8904	Soc./Behavioral Sciences	201-8810
Financial Services	201-8846	Student Affairs	201-8903
Flexible Learning	201-6564	Student Government	201-8941
Foreign Language Lab	201-8909	Student Life	201-8973
Honors Institute	201-8873	Student Success	201-8994
International Students	201-8991	Teacher Education Specialist	201-8800
Intramurals/Student Activities	201-8911	Veterans Affairs	201-8868
Job Service	201-8866		



# Willis Holcombe Center

111 East Las Olas Blvd.  
Ft. Lauderdale, FL 33301



Provost	David Asencio	201-6510	Bldg. I-157 (Central)
<b>Deans:</b>			
WHC Dean	Dr. Winston Thompson	201-7318	Bldg 33/423, WHC
Associate Dean of Student Affairs	Frank Kurz	201-7420	Bldg. 33-115, WHC

## Willis Holcombe Center Directory

Academic Advisement	201-7491	Financial Services	201-7580
Admissions	201-7378	Learning Resources	201-7595
BC Emergency Hotline	201-4900	Registration	201-7378
Bookstore	201-7402	Security (FAU Bldg 33)	201-7636
Cashiers Office	201-7418	Security (BC Bldg 31)	201-7419
Computer Lab	201-7595	Student Affairs	201-7491
Disability Services	201-7517	Student Life	201-7377
Evening Administrator	201-7420	Veterans Affairs	201-7627

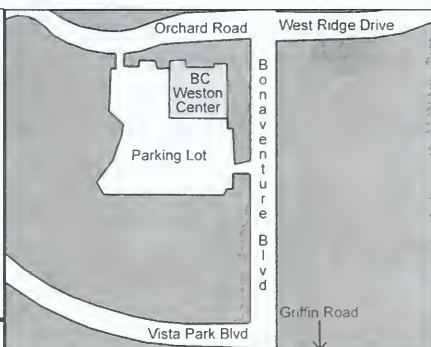
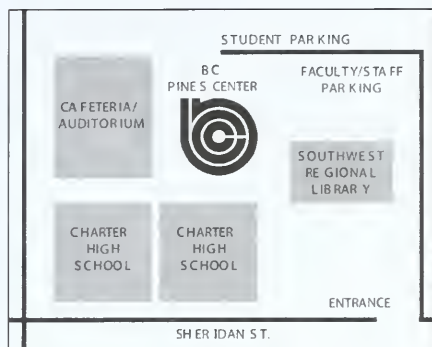


## Pines Center

16957 Sheridan Street  
Pembroke Pines, FL 33331

## Weston Center

4205 Bonaventure Blvd.,  
Suite 2 Weston, FL 33332



Dean	Donna Henderson	201-3612	Bldg. 100-126
Center Manager	Rosa Fuste	201-3611	Bldg. 100-126
Administrative Coord.	Janice D'Andrea	201-8501	Bldg. 100-204
Disability Services (via South Campus)	Larry Melody	201-8913	Bldg. 68-227
Learning Resources (via South Campus)	Terri Justice	201-8909	Bldg. 72
Center Manager	Karen Young	201-8662	Miramar Town Center

## Pines Center/Weston Directory

Student Affairs	201-3603	Faculty Advisor	201-3655
Counseling	201-3602	Cashier	201-3607
Enrollment Services	201-3605	Financial Aid	201-3621
Reception Desk	201-3601	Veteran's Affairs	201-3621
Admissions/Registration	201-3631	Bookstore (Pines)	201-3604
Testing Center	201-3606	Bookstore (Weston)	201-8529
		Cont. Education	201-3609





# **Student Affairs**

Broward College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

## **Collegewide Student Affairs Administration**

Angelia Millender  
Vice President for Student Affairs & Enrollment Management  
District Administrative Offices  
201-7486

Willie Alexander  
Associate Vice President for Student Affairs/College Registrar  
Willis Holcombe Center  
201-7471

Neil Cohen  
Associate Vice President for  
Student Affairs/Student Life  
Central Campus Bldg. 10  
201-4507

Vacant  
Associate Vice President for Student Affairs/Financial Services  
Willis Holcombe Center  
201-7634

Ed Key  
District Director for Enrollment  
Management  
Willis Holcombe Center  
201-7894

## **Campus/Center Student Affairs Staff**

### **Student Deans**

Janice Stubbs	South Campus	201-8903
James Evans	North Campus	201-2300
Kaye Francis	Central Campus	201-6522
Donna Henderson	Pines, Weston, Miramar Centers	201-3610
Frank Kurz	Director, WHC	201-7420

# Finish **W**hat **Y**ou **S**tart



**F**inish **W**hat **Y**ou **S**tart

# Step One



## Define Yourself!

# Choosing a Career

## Career Center

What do you want to be when you grow up? You've probably pondered this question many times since you were a child. The Career Center, located on all the campuses, offers you the guidance you need to help you with this important decision.

Career planning services are available to all students and alumni of Broward College online at [www.broward.edu](http://www.broward.edu). The online 24/7 Career Center offers a variety of services to assist you in making career decisions, setting career goals, and preparing for a job.

At the Career Center, you can access:

- Resume and cover letter critiques
- Resources on interviewing strategies
- Find a job using Employ Florida
- Find a job online
- Find a Work Study Job on campus

A student may visit the Career Center at the campus of his/her choice located at:

Central: Bldg. 19, Room 116, 201-6612

North: Bldg. 46, Room 237, 201-6612

South: Bldg. 68, Rm. 100, 201-8865

WHC: Bldg. 33, Room 117, 201-7491

Pines/Weston/Miramar: Bldg. 100, Room 106, 201-3601

## Choosing a Major

There are several different types of degrees you can get at BC. If you need help deciding on the type of degree that is right for you, visit an advisor on any campus for guidance.

Types of Degrees:

# AA

Associates in Arts (AA) degrees: Earn a degree and guarantee transfer to a Florida four year public university. Some examples include: accounting, art, finance, interior design, liberal arts, journalism, nursing, pre-law, and social work.

# AS

Associates in Science (AS) degrees: After 2 years of specialized training, enter the workforce in a high-demand career with guaranteed job skills. Some examples include: aviation operations, business administration, computer programming, health service management, physical therapist assistant, and radiation therapy.

# AAS

Associates in Applied Science (AAS) degrees: Enter the workforce after two years of training in a specialized field. Some examples include: accounting technology, digital media, electronic commerce, and marketing management.

# **BS**

Bachelor's (BS) degrees: Broward College's premiere Education degree for those looking to become a teacher. Some examples include: Exceptional Student Education, Middle Grades General Science and Mathematics, Secondary Biology and Mathematics.

# **BAS**

Bachelor of Applied Science: Supervision and Management, Information Technology, and Technology Management

# **BSN**

Bachelor of Nursing

# **Technical Certificate**

Technical Certificates: Advanced training to supplement the 2-year AA degree. Some examples include: critical care nursing, home health care nursing, and multi-media web development.

# **Online Degree**

Online degrees: BC now offers selected degrees and certificates online such as an AA in accounting and an AS in Business Administration or an Accounting applications certificate.

For a complete look at the types of degrees and majors available, please visit the website at [www.broward.edu/programs/](http://www.broward.edu/programs/)

## **Finding a Job**

Looking for a job? If you are, you have a few options at BC. You can go to the Career Center on your campus. You can also use the Employ Florida Marketplace, the school's primary online employment resource for students and local employers. Employ Florida links all of Florida's employment services and is free for students and employers to use. Please visit Employ Florida at <http://www.employflorida.com/> for more information.

In addition, you can also visit the Career Services Links Page to look up a variety of jobs in many different fields at <http://www.broward.edu/career/FindAJob/JobSearchLinks/page5521.html>

If you are eligible, you also might qualify for work-study positions. The Federal Work Study Program allows students to work in campus departments and typically pays \$9 per hour for 20 hours a week. Current BC students must meet certain financial aid requirements in order to qualify. For more information and a listing of work study jobs at Broward College, visit <http://www.broward.edu/career/FindAJob/WorkStudyJobs/page5434.html>



# Finish **W**hat **Y**ou **S**tart



**F**inish **W**hat **Y**ou **S**tart

# Step Two



**Create an  
Education Plan!**

## Educational Planning

Your educational plan is a list of which courses you will take each term until program completion. Educational planning can help BC students in a variety of ways such as deciding on their major, what classes they should be taking in the next few semesters, or determining how many semesters it will take for them to complete their degree requirements. BC advisors/counselors work with students to develop a personalized educational plan that will help them reach their academic goals faster. The educational plan will serve as their class selection guide as they navigate from semester to semester at BC. The educational plan is created using an online tool that is accessible and easy to use.

An appointment to develop an educational plan can be made online at [www.broward.edu](http://www.broward.edu). Students will locate "MY BC" on the bottom left of the homepage at [www.broward.edu](http://www.broward.edu) and log in with their Student ID and PIN (birth month and year, MMY, ex. 0175) and choose "Educational Plan" under the Advising menu. Students can access the Educational Plan online tutorial by selecting "accessing your educational plan online" at <http://www.broward.edu/tutorial>.

It is a good idea to review your selections with an advisor or counselor each term to verify accuracy.

## Advising and Counseling

Take advantage of the services, staff, and resources available for your benefit. Our doors are open for students to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. The website, [www.facts.org](http://www.facts.org), is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life and offer career exploration assistance. In addition, Cyber Advisors are available to answer general academic and financial aid questions online. Log onto [www.broward.edu/advisingcounseling/](http://www.broward.edu/advisingcounseling/) for more information.

Contact Counseling/Academic Advisement on each campus: Central, 201-6528; North, 201-1305; WHC, 201-7491; South, 201-8875; Pines Center, 201-3603. International Student Advisement & Immigration: 201-7468.

## Student Assistance Program

BC students in need of brief mental health counseling will be able to seek services at Henderson Mental Health Center. More information will be available in the near future on the BC website.

Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient Health Information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat, or others who the covered entity has a good faith belief can mitigate the threat.

**F**inish **W**hat **Y**ou **S**tart

# Step Three



**Get Financial  
Aid!**



# Student Financial Services

The goal of Broward College Student Financial Services Office is to assist students who can benefit from further education but cannot afford to attend school without financial support. The staff will guide students through the application process as well as provide assistance in completing all the required forms. For further information, please feel free to visit the campus offices or visit [www.broward.edu/sfs](http://www.broward.edu/sfs).

Financial aid applications must be submitted each year. In order to be considered for the maximum aid available, students must apply for financial aid as early as possible. Filing for financial aid not only means filling out the online federal form but also requires Broward College to receive your evaluated high school transcripts or GED and transcripts from any other postsecondary institution. For some students, there are also institutional forms that need to be completed. Students should log into their Broward College account for any additional forms needed to complete the financial aid process. If a student completes this process by the priority deadline below, the financial aid (if eligible) will cover tuition and fees by the due date. If the deadline is not met, students can still apply and submit forms but will have to pay for tuition and books on their own. Students who pay on their own will be reimbursed by the end of the first month of school depending on enrollment and eligibility.

Term	Deadline
Fall	July 16, 2010
Winter	November 12, 2010
Summer	March 24, 2011

If financial aid is not enough to cover tuition, students are required to pay the balance by the fee due date or their classes will be dropped.

The Broward College Student Financial Services website provides detailed information on the following:

- How to apply for financial aid with a direct link to the federal application FAFSA
- Scholarship information with links to scholarship search engines
- Entrance and exit interviews for loan applications
- Student employment opportunities
- Veterans information
- Useful resources and contacts
- A link to view your award status screen
- Florida Bright Futures information
- Information on Satisfactory Academic Progress (necessary to receive financial aid)
- Information on Withdrawing and Attendance requirements

## Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Federal Supplemental Education Opportunity Grant, Academic Competitiveness Grant, and Florida Student Assistance Grant.

## Loans

Loans are financial assistance that must be repaid with interest within a specific time period. Often repayment is deferred while students are enrolled in a minimum of six (6) credit hours. In some cases, the federal government pays the interest while the student is in school.



## **Employment**

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. For on-campus employment, students may work up to a maximum of 20 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, mostly as teacher aides in local public schools.

## **Scholarships**

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or financial need. Although each scholarship has its own criteria there is only one required application. Scholarship information can be found on the website at <http://www.broward.edu/sfs/sfs/types/page22398.html>

## **Basic Veterans Affairs Information**

Veterans who attend Broward College may pursue an associates of arts degree, associate of science degree, bachelor degree and some certificate programs. Briefly, certain GI Bill Education chapters require veterans to file an attendance form each month to maintain their benefits. Attendance requirements differ depending on the program of study. Detailed information on attendance policies and enrollment certification forms are available at: <http://www.broward.edu/sfs/sfs/veterans/page9419.html>

Questions regarding the GI Bill can be directed to 1-888-GI-BILL (1-888-442-4551) to the website at: <http://www.gibill.va.gov>.

## **Withdrawal Policies**

Financial aid students are responsible to notify the Student Financial Services Office staff if they withdraw from any or all of classes at any point during the term. Repayment of financial aid is based on federal regulations and applied formulas. This policy governs all Title IV funds including Pell Grant, Supplemental Opportunity Educational Grant, Academic Competitiveness Grant and Subsidized and Unsubsidized Stafford Loans. If a student receives any of these funds and completely withdraws from classes through 60% of the term, the College is required to determine how much of the financial aid was "earned". "Unearned" financial aid must be returned to the federal government by the student or by the College. Withdrawing could result in a debt to the school and to the government or to both. Students should register for only the classes that can successfully be completed. By dropping any classes, the enrollment will change and the financial aid award may be adjusted. Additional information on this policy is available at: <http://www.broward.edu/sfs/page13905.html>

## **Satisfactory Academic Progress Policy**

According to federal and institutional regulations, all students (including veterans) must make academic progress in all course work in order to receive financial aid. Academic progress is calculated after you complete the end of your second term. At that point, students must:

- Maintain at least a 2.0 grade point average
- Complete at least 67% of the coursework
- Complete the degree requirements in a reasonable timeframe. A reasonable timeframe is:
  - Lower division students cannot attempt more than 90 credits for a 60 credit degree program (150%).
  - Upper division students cannot attempt more than 180 credits for a 120 credit degree program.

In extenuating and limited circumstances, students may appeal the denial of financial aid through a petition process. The petition must include documentation of mitigating circumstances. Mitigating circumstances include, but are not limited to:

- Extreme illness or injury

- Death of an immediate relative
- Family crisis.

Students may appeal the denial of aid if one of the three areas indicated above is below the required standards. Students may not petition if they have one or more areas below standard.

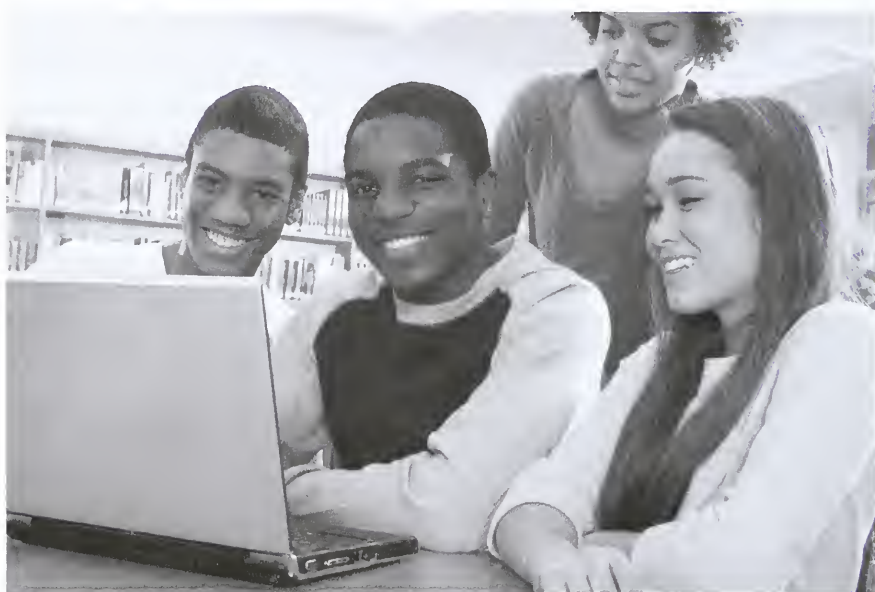
If a student has reached the maximum timeframe of 150%, a petition may not be submitted. The only exceptions are students who have earned one degree and are seeking another or students who have taken ESL coursework resulting in excessive hours.

There will be a deadline to submit the petition. Students who are denied aid must successfully complete 6 credit hours at their own expense and improve in the below standard area to qualify for reinstatement. Further information on satisfactory academic progress is available at <http://www.broward.edu/sfs/sfs/page13215.html>



**F**inish **W**hat **Y**ou **S**tart

# Step Four



**Register  
Early!**

# How to Register

## Online

1. On BC's homepage, click on "My BC." Enter "Login" (your ID #, without dashes) and "PIN" (2 digits for birth month and 4 digits for birth year). Click "Sign In."
2. First-time users should read "Policies and Guidelines" and click "accept" or "reject."
3. Click "Registration."
4. Click "Registration Date" to see the earliest time you can register for the term you want. If it's not "OK to Register," click "View Details" to find out why.
5. If it's OK, click "Back" button and then click "Add/Drop."
6. Select the term for which you want to register.
7. In this Welcome page, if you don't know when classes you need are offered, scroll down to "Class Schedule - Search by Term."
8. Select your campus preference and enter course ID for courses you want, such as "ENCI101" (no spaces). Click "Search Now."
9. After you've developed a workable schedule, select classes by clicking the "Ref Num" (6-digit reference number) in the box to the left of a class you want. Each class you select appears at the top of the page, so scroll down to see the list and select another.
10. Your class selections are now displayed. If you want to save them, click "Save." If you want to remove any, click on the reference number. You actually register for the classes only by clicking "Save." If you see holds after you have clicked "Save," you will need to contact the appropriate department. You can also refer to course descriptions in the BC catalog (some courses require pre- and/or co-requisites).
11. Click "View/Print Schedule and Fees" button and confirm your schedule and fee due date.

## In-person

Central Campus, 201-6865, Bldg 19, Rm. 104

South Campus, 201-8835, Bldg 68, Rm. 117

WHC, 201-7378, Bldg 33, Rm. 118

North Campus, 201-2240, Bldg 46, Rm. 129

Pines Center, 201-3603, Bldg 100, 1st Floor Lobby

# Student Placement Testing

All degree-seeking students must be assessed in reading, English and mathematics to ensure proper course placement. The Florida State Board of Education authorizes the use of certain tests to be used in the assessment process. Broward College accepts the Scholastic Aptitude Test (SAT) and American College Testing (ACT). Students who have not taken either of these tests or whose scores are more than two years old must take the Computerized Placement Test (CPT\*) at Broward College.

Students who have attended high school outside the United States (who come from countries where English is not the national language) or those students who have not completed at least two years of regular high school English instruction (non-English as a Second Language) in the United States must take the Levels of English Proficiency (LOEP) test instead of the CPT.

\* The State of Florida currently uses and will continue to use the CPT as its assessment tool until it is replaced by the Florida Postsecondary Education Readiness Test (PERT) during the fall term 2010.

## Placement Test Guidelines

The test is not timed, but allow for a 2 hour test period.

- Bring picture identification such as driver's license or passport and the BC application paid receipt.
- Bring two No. 2 pencils.
- Students should be tested on the campus where they are planning to attend classes.

## Testing Centers

View testing information and hours of operation for each campus/center test site on the BC website. Click Future Student in the top menu bar.

South Campus - Building 68, Room 213 954-201-8884

North Campus - Building 46, Room 245 954-201-2345

Central Campus - Building 19, Room 102 954-201-6982

Willis Holcombe Center – First Floor 954-201-7491

Pines Center – Building 100, Room 111 954-201-3606

## Student ID Cards

It is BC's policy that all students enrolled in degree and certificate programs must obtain and carry the BC card. The BC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

Your student ID card provides you access to:

- Student services
- Library services
- LRC materials
- Student Activity Center
- Bookstore/Financial Aid Verification

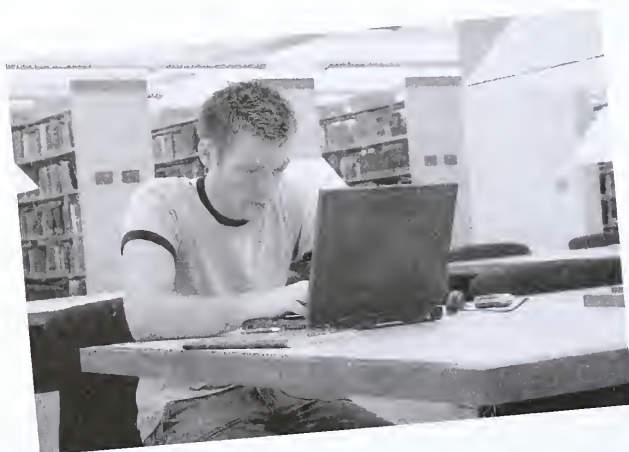
North Bldg. 46-134, 201-2325, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

Central Bldg. 19-106, 201-6756, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

South Bldg. 68-189, 201-8316, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm

Pines Center Bldg. 100-119, 201-3630, Mon-Thur: 8 am - 4:30 pm, Fri: 8 am - 4 pm

WHC Bldg. 33, Room 111, 201-7377, Mon-Thur: 9 am - 5 pm, Fri: 8 am - 4 pm





# Class Schedule

## Fall

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

## Spring

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

Course / Class Number : \_\_\_\_\_

Day / Time : \_\_\_\_\_

Location / Instructor: \_\_\_\_\_

Phone / Office Hours: \_\_\_\_\_

**F**inish **W**hat **Y**ou **S**tart

# Step Five



**Attend and Finish  
all Classes!**

# Importance of Attending Classes

Your academic success is dependent on attending individual classes and staying engaged. To help you succeed in your classes, BC offers a variety of resources to assist you.

## Impact of Withdrawal

It is your responsibility to notify the Financial Aid Office if you, as a financial aid recipient, withdraw from any or all your classes at any point during the term. If you withdraw, the Financial Aid Office will determine based on federal regulations whether you are entitled to keep or pay back any financial aid received.

Register for only the courses you can successfully complete. By dropping any of your classes, your enrollment may change and your award may be adjusted.

## Tutoring Services

### Smarthinking

Live, personalized online learning assistance is available to students in math, business, science, and writing. All you need to do is sign in through your MyBC web page.

### Step 1: ACCESS YOUR ACCOUNT

1. Go to [www.broward.edu](http://www.broward.edu) and enter your login and pin into the myBC Login box.
2. Click on the Smarthinking icon (it is at the bottom of your myBC page.)
3. Follow the directions on the following page; it will take you to your Smarthinking.com account

### STEP 2: GET HELP

Connect With an e-structor and interact with a live tutor when you have a question.

Note: The first time you use SMARTHINKING, you will get a "plug-in" notice. You must click "Yes" when asked if you will accept the plug-in. Submit your writing for any class to our Online Writing Lab and receive feedback from a tutor usually within 24 hours. Submit a question and a tutor will reply usually within 24 hours.

If you need help using Smarthinking, e-mail Customer Support at [support@smarthinking.com](mailto:support@smarthinking.com) or call (888) 430-7429 ext. 1.

## Libraries

Through joint partnerships with Broward County and FAU, there are three campus libraries that provide academic support for programs of study. Electronic catalogs and databases that facilitate research and student learning are available. Students at North and South Campus have access to joint-use libraries with the county system. These libraries require a public library card. All BC students are eligible to use the University/College Library on the Central Campus, which is a joint-use facility with FAU, once they obtain their student ID. Policies, procedures, and hours of operation differ slightly from one location to another. For precise information, check the Broward College Web Site or please contact the library serving your campus location.

Hugh Adams Central Campus, Building 17, 954-201-6648  
North Campus, Building 62, 954-201-2600  
Judson A. Samuels South Campus, Building 81, 954-201-8825

There are additional public libraries throughout Broward County that are not joint-use facilities with Broward College but are located near Broward College centers and may have resources to assist you. Examples include Pines Center, Building 101, 954-201-3619 or the Willis Holcombe Center near the Broward County Main Library, 954-357-7444.

## **Learning Resource Centers**

Each campus Learning Resource Center provides students with free access to up-to-date instructional and support services in the classroom and learning laboratories. These services include learning labs, tutoring services, and classroom support. For additional information regarding academic support services and/or LRC hours of operation, please contact your campus Learning Resource Center.

A. Hugh Adams Central Campus, Building 17, 954-201-6660

North Campus, Building 62, 954-201-2260

Judson A. Samuels South Campus, Building 72, 954-201-8909

Pines Center, Building 101, 954-201-3619

Willis Holcombe Center, HEC Room 430, 954-201-7595

## **Childcare Services**

Broward College offers childcare on Central, North, and South campuses to its students. Broward College's child care facilities provide a place for children to learn, play, and grow in a nurturing environment designed to enhance your child's development and education. All childcare facilities feature state certified Broward County licensed staff (BS, AA, and CDA) and are fully accredited. A Childcare Assistance Grant is available to those students who receive financial aid and are currently enrolled in daytime classes on a campus where a Broward College child care center is located. Eligible students can receive a grant that pays for 75 percent of your childcare costs. For more information, contact the childcare facility on Central Campus, Bldg. 27 at -201-6987; North Campus, Bldg. 63 at 201-2440; or on South Campus, Bldg. 73 at 201-8651

## **Office of Student Success**

The office of Student Success coordinates a variety of academic and personal support services designed to assist with the retention and success of students. The guiding philosophy of the program is that all students can achieve academic success if the appropriate support services are made available to them in a timely manner.

The office of Student Success also oversees the Early Warning System (EWS), schedules classroom visitations, and supervises tutoring staff, coordinates Tutorial Program and the College Success Skills Workshops.

### **Early Warning System**

The Early Warning System is a student retention/early intervention program aimed at identifying students who are having difficulty in their preparatory courses during the first three weeks of each term.

### **Classroom Visitations**

The classroom visitations are aimed at providing students with important information early in each term to enable them to make better decisions. With the permission of instructors, counselors/advisors visit the preparatory classes and give short presentations on college academic policies as well as various support services available at the college

## **Tutorial Program**

The Tutorial Program offers free tutorial assistance to students who may need additional help with their academic subjects. The main feature of the program is the one- to- one tutoring session.

## **College Success Skills Workshops**

The office of Student Success offers a variety of Study Skills Workshops designed to assist students to develop and improve their academic success skills. The workshops are designed to help students manage their time more productively, listen effectively, reduce stress, think critically, build relationships and solve problems.

Contact the Student Success Office on each campus: Central, Jose Lopez, 201-6359; North, Alicia Smith-Wroble, 201-2310; South, Clive Scott, 201-8994.

## **Disability Services**

As an Equal Access/Equal Opportunity Institution, Broward College assures students with disabilities equal access to all college programs, activities and services as mandated by the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973, as amended. Disclosure of a disability is voluntary. However, if you have a disability, we recommend that you register with your Campus Office of Disability Services in the event that at some point you may need accommodations. Once documentation has been determined to meet BC guidelines and you are registered for classes, necessary and reasonable accommodations will be provided in a timely manner.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. For more information, contact the Disability Services Specialist on your campus: North Campus, Bldg. 46-209, 201-2313; South Campus, Bldg. 68-227, 201-8913; Central Campus, Bldg. 19-116, 201-6527; WHC, Bldg. 33-110, 201-7517; College Wide Deaf Services, 201-6766, (TDD ) 201-6445.

## **International Students**

Broward College welcomes students of all backgrounds, nationalities, and religious denominations. Immigration inquiries such as program eligibility, visa applications, change of status, reinstatements, and Optional Practical Training are amongst some of the cases that our staff sees on a daily basis at our Willis Holcombe Center (Downtown Center). There are additional requirements for bachelor degree students. For more information, visit <http://www.broward.edu/international/>  
Our designated school officials can help you with your questions:

Ms. Susan Greive	WHC	201-7468
Ms. Annia Valdes	WHC	201-7467
Ms. Regina Carvalho	WHC	201-7692
Ms. Jennifer Brandsma	Central Campus	201-6868
Ms. Maria Hincapie	Central Campus	201-6526
Mr. Henry Duperval	South Campus	201-8836
Ms. Denise Brown	South Campus	201-8991
Ms. Nadeen Gosine	North Campus	201-2470



## **BC Bookstores**

Broward College Bookstores are owned and operated by the college and function as a service to the students, faculty, administration and staff by providing the tools necessary for education.

The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, engineering supplies, college rings, license plate holders, mugs, shirts, hats, health science uniforms, health science supplies, dictionaries, backpacks, computer supplies, Microsoft, Adobe & Macromedia software's, candies and snacks, soft drinks, pennants, calculators, digital recorders, PDA's, jump drives, MP3 players, printers, UPS protectors, zip drives, pens and pencils, notebooks, highlighters, diploma and picture frames, decals, newspapers, 3-ring binders, index cards, test supplies and a whole lot more. Gift certificates are available in the bookstores in various denominations. E-Book readers, E-Textbooks & Laptops are now available!

Services also include special orders for books and software not normally carried as basic stock, and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards. Textbooks can be ordered online at [www.broward.edu/bookstore](http://www.broward.edu/bookstore). Bookstore hours of operations are posted on our website.

Central Campus Bookstore	Bldg. 19	201-6830
North Campus Bookstore	Bldg. 46	201-2224
South Campus Bookstore	Bldg. 67	201-8805
Holcombe Center Bookstore	HEC/Bldg. 33	201-7402
Pines Center Bookstore	Bldg. 101	201-3604
Weston Center Bookstore	Bldg. 110, 2nd floor	201-8528
Involved in College		Get

## **Get Involved in College**

While at BC, getting involved with different organizations and activities will help you be more connected to school. Students who are actively involved in college life have higher success rates, and joining student organizations gives you better in-sight into careers, and is a great way to network. Student Life activities are available to all currently enrolled students including those enrolled in baccalaureate programs.

## **Joining a Student Organization**

There are many different student organizations on each campus. Currently enrolled students including baccalaureate degree seeking students, are encouraged to participate. For more information about a student organization, or to start a club, contact the Student Life office on North at 201-2325; Central at 201-6756; South at 201-8973; WHC at 201-7377; the Pines Center at 201-3630; and Tigertail at 201-4500. On the following pages are lists of current student organizations and the campuses they are on.

## North Campus

Anime Club – Social Club  
Black Student Union – Social Club  
Blue Hawks (Helps with student orientation) – Service Club  
Caribbean Student Association – Special Interest Club  
Computer Club  
Distributive Education Clubs of America (DECA) – Academic Club  
Honors Student Committee - Academic Club  
Institute of Electrical and Electronic Engineers (IEEE) - Career Club  
International Club – Social Club  
InterVarsity Christian Fellowship – Special Interest Club  
Massage Therapy – Career Club  
Math Club – Academic Club  
Model United Nations - academic club  
Phew-sion - Social Club  
Phi Beta Lambda – Career Club  
Phi Theta Kappa – Honorary Club  
Roots (Haitian Culture) – Special Interest Club  
Science Club – Academic Club  
Sigma Kappa Delta - Honors Club  
Student Veterans Association - Special Interest Club  
So\_Addikted - Social Club

## Central Campus

African-American Student Union – Social Club  
American Institute of Architecture - Career Club  
Anchor Point - Career Club  
Asian American Club – Special Interest Club  
Center for Inquiry - Special Interest Club  
Christian Campus Fellowship - Special Interest Club  
Gay Straight Alliance (GSA) – Special Interest Club  
Hip Hop Club - Social Club  
Honors Student Committee – Academic Club  
InterVarsity Christian Fellowship – Special Interest Club  
Jewish Student Union – Special Interest Club  
Kappa Delta Pi Education Honor Society - Honors Club  
Kenpo Club – Special Interest Club  
Latin American Student Association - Special Interest Club  
Phi Beta Lambda – Career Club  
Phi Theta Kappa – Honors Club  
Pre-Dental Society – Career Club  
Pre-Med Club – Career Club  
Pre-Pharmacy Club – Career Club  
Pre-Vet Club - Career Club  
Respect Yourself, Check Yourself, Protect Yourself – Service Club  
Salsa Team – Social Club  
Students for a Greener Earth - Service Club  
Students Working for Equal Rights - Service Club  
The Rotaract Club of Broward College - Service Club

## South Campus

African-American Student Union – Social Club  
Alpha Eta Rho-Eta Phi Chapter – Social Club  
Asian Zone Networking Zone - Special Interest Club  
ASPIRA (Latin American Culture) – Special Interest Club  
Broward Ambassadors (Helps with student orientation) – Service Club  
Business Students Association – Career Club  
Fishing Club - Special Interest Club  
Fit 4 Life Club – Social Club  
Gay Straight Alliance (GSA) – Special Interest  
Haitian Student Association – Special Interest Club  
Health Science Club – Career Club  
InterVarsity Christian Fellowship – Special Interest Club  
Kappa Delta Pi – Career Club  
Legal Assisting Society – Career Club  
Phi Delta Alpha: Education & Technology Club – Career Club  
Phi Theta Kappa – Honors Club  
Student Air Traffic Control Association - Special Interest Club  
Student Programming Board – Service Club  
The American West Indian Club (T.A.W.I.C) – Special Interest

## WHC

American Institute of Architecture Students – Academic Club  
Anchor Point Graphic Design – Academic Club  
Broward Ambassadors - Service Club  
Green Life Healthy Future - Service Club

## Pines Center

Broward Ambassadors (Helps with student orientation) – Service Club  
Student Government – Service Club

## Tigertail

Diving Club – Special Interest Club  
Sailing Club – Special Interest Club  
Scuba Club – Special Interest Club



# **Student Government**

Student Government (SG) at Broward College represents the student body and acts as the voice of the students. Student Government also serves as the liaison between student organizations and the administration. SG researches student concerns and finds ways to resolve problems. The membership is open to any and all interested students. SG also offers various leadership opportunities on many different levels. Officer positions in student government are available for all students. Baccalaureate students are encouraged to participate, with representation specifically set aside for this group. Selected students become involved in campus, collegewide, district, and state level events.

Students involved in SG will learn teamwork, conflict resolution, communication skills, and the legislative process. The Student Government at Broward College is always looking for new ideas, faces, and inspiring minds. For more information, contact the SG office on Central Campus at 201-6846, e-mail [jlopezl@broward.edu](mailto:jlopezl@broward.edu); at the Willis Holcombe Center at 201-7377, e-mail [shawk@broward.edu](mailto:shawk@broward.edu); on North Campus at 201-2461, e-mail [aturner@broward.edu](mailto:aturner@broward.edu); on South Campus, Bldg. 68-275 at 201-8997, e-mail [ortega@broward.edu](mailto:ortega@broward.edu), or the Pines Center at 201-3630, e-mail [jpickeri@broward.edu](mailto:jpickeri@broward.edu).

## **Leadership Development**

Broward College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are different components offered to develop students' leadership skills, providing both cognitive and experiential opportunities. They include leadership retreats, achievements lectures, ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette luncheons, networking, and communication. For more information, visit the Student Life Office on your campus.

## **Community Volunteerism**

If you're interested in volunteering in your community, contact the Office of Volunteerism and Leadership on South at 201-8973; WHC at 201-7377; and Central at 201-6568.

## **Competitive Edge**

Competitive Edge is a highly selective leadership program. Participants are chosen based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. For more information, contact the Student Life office on your campus or call 201-4507, or e-mail [ckeating@broward.edu](mailto:ckeating@broward.edu).

## **Student Publications**

Student publication positions are available to all currently enrolled students including those enrolled in baccalaureate programs.

### **Student Journalism – *The Observer***

Broward College encourages and supports a free and responsible student press. *The Observer*, the college's bi-monthly collegewide newspaper, that is completely student produced, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including

reporting and writing, photojournalism, design, graphics, desktop publishing, copy editing, and layout. Any student, no matter what major, enrolled at the college can work for the paper. Institutional scholarships and work-study assignments are available to student editors. In addition, *The Observer* is widely recognized for its excellence and has won numerous state, individual, and overall awards. Although *The Observer's* main office is located on South Campus, Bldg. 68-268, students from all campuses are encouraged to participate. For more information, contact *The Observer* office at 201-8035 or via e-mail at [observer@mail.broward.edu](mailto:observer@mail.broward.edu). Also, visit us online at: [www.broward.edu/observer](http://www.broward.edu/observer).

## **Student Literary Magazine - P'an Ku**

P'an Ku is the student-produced BC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. P'an Ku has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. A limited number of scholarships are available each term. Watch for the announcements of submission deadlines during the year. For more information, call Dr. Patrick Ellingham, faculty advisor, at 954-201-8858, or check out the magazine's website: <http://www.broward.edu/panku/>.

## **Physical Fitness and Recreation**

### **Intramural Sports**

The intramural program is comprised of competitive leagues and tournaments. It is open to men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BC ID card for participation in intramural activities. Sports available include:

**Indoor Soccer**  
**Open Gym**  
**Volleyball**  
**Flag Football**

**Indoor Climbing - South Campus**  
**Tennis & Racquetball**  
**Full court Basketball**  
**Golf**

The IM Sports Program offerings differ on each campus and are subject to change. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus, 201-8911, Bldg. 68-188; Central Campus, 201-6756, Bldg. 19-106; North Campus, 201-2484.

### **Exercise Facilities**

Students, staff, and faculty, whether full- or part-time have free access to various Wellness Centers at different campuses. Broward College's Wellness Centers encourage physical health and well being by providing the facilities to everyone free of charge. We have a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring all three of the following items with you: BC Student ID card, towel, and workout clothes. All gyms are closed Saturdays and Sundays and may have different hours for the summer. Contact the wellness center on your campus to check the schedule.



## Exercise Facilities Locations and Hours:

### **North Campus: Bldg. 60**

Mon to Thurs: 8 am - 8 pm

Friday: 8 am - 6 pm

### **Central Campus: Bldg. 11**

Mon to Thurs: 8 am - 8 pm

Friday: 8 am - 6 pm

### **South Campus: Bldg 65**

Mon & Wed: 12:30 pm - 4 pm

Tues & Thurs: 1:30 pm - 5 pm

Friday: 9 am - 3 pm

## Water Sports

### **Tigertail Lake Recreational Center**

Tigertail Lake Recreational Center is a student center that has many programs and trips available for students and staff.

**Open Sailing** - 5 Days a Week times vary according to season, please call for hours. Come out and go sailing, windsurfing, canoeing, or kayaking – all skill levels welcome. Please wear rubber soled shoes; we provide the lifejackets. This opportunity is FREE for BC students and a nominal fee for BC Employees.

**Adventure Trips** - Tigertail Lake Recreational Center offers sailing, windsurfing, scuba diving, and snorkeling trips to the Florida Keys and camping, canoeing, and kayaking trips to the Ocala National Forest in Central Florida. These trips are available to students, faculty, and staff for a fee.

**Open Climb Challenge** – This event takes place once a month on a Saturday from 12 pm – 4 pm. Challenge yourself on our 40 foot rock wall, rope ladder, tube climb, and much more. Please wear comfortable clothing and close-toed shoes; all other safety equipment will be provided. This activity is FREE for BC students,

For more information, stop by any Student Life office for a Tigertail schedule, call 201-4500, or visit us on the web at [www.broward.edu/watersports/](http://www.broward.edu/watersports/) to check out our monthly calendar for all of our events, dates, and times. Tigertail is located at 580 Gulfstream Way, Dania Beach, FL 33004.

## Intercollegiate Athletics

BC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BC competes on a state and national level:

**Men's & Women's Basketball** - Central Campus

**Women's Softball** - South Campus

**Women's Volleyball** - Central Campus

**Women's Tennis** – Central Campus

**Men's Baseball** - Central Campus

Additionally, BC hosts Club Soccer teams for both men and women. These teams compete in local Broward County leagues.

For a complete athletic schedule go to [www.broward.edu/athletics/](http://www.broward.edu/athletics/), or call 954-201-6853.

**F**inish **W**hat **Y**ou **S**tart

# Step Six



**Maintain your  
GPA!**

# Maintain Your GPA

Letting your GPA drop could produce some unwanted consequences. Here's why:

## Satisfactory Academic Progress

Federal regulations require that every institution participating in Student Financial Assistance (SFA) programs monitor recipients to ensure that they are meeting satisfactory academic progress standards. SFA programs at Broward College include Federal Pell grant, Federal Supplemental Educational Opportunity grant, Federal Work Study, Florida Student Assistance grant, Academic Competitiveness grant, Federal Subsidized Stafford and Unsubsidized Stafford loans and Federal PLUS loans. The standards must include a qualitative measure (such as the cumulative grade point average) and a quantitative measure (such as a maximum time frame for completion of the student's progress).

The following charts represent BC's Satisfactory Academic Progress Standards for financial aid students:

### Associates

<i>Attempted Credit Hours</i>	<i>Grade Point Average (GPA) / Completion Rate</i>	<i>Financial Aid Status</i>
1 – 30	Less than 2.0 or less than 67% completion rate	Warning – eligible to receive financial aid but in danger of losing eligibility
31 or more	Less than 2.0 or less than 67% completion rate	Not eligible
150% of program hours	N/A	Not eligible
Suspension	N/A	Not eligible

### Bachelors

<i>Attempted Credit Hours</i>	<i>Grade Point Average (GPA) / Completion Rate</i>	<i>Financial Aid Status</i>
60 – 90	Less than 2.0 or less than 67% completion rate	Warning – eligible to receive financial aid but in danger of losing eligibility
91 or more	Less than 2.0 or less than 67% completion rate	Not eligible
150% of program hours (180 hours)	N/A	Not eligible
Suspension	N/A	Not eligible

# Important Policies and Procedures

BC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at [www.broward.edu/PolicyAndProcedure/](http://www.broward.edu/PolicyAndProcedure/)

## Accessing Online Policies

The policies contained in the handbook are accurate as of the date of publication. For the most official up-to-date policies and procedures, please see the BC web site. To access the full BC policies online, go to the BC homepage at [www.broward.edu/policyandprocedure/](http://www.broward.edu/policyandprocedure/).

## Student Code of Conduct

*Student Code of Conduct (BC Policy 6Hx2-5.02)*

*The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students as well as appropriate disciplinary procedures and sanctions:*

### General Statement

Upon admission to Broward College (the "College"), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications of the College, and the College web site at <http://www.broward.edu/>. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

### The Policy and the Student

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or at any College-sponsored activity. Other behaviors not on this list which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to:
  - a) Unwanted teasing
  - b) Threatening or intimidating behaviors
  - c) Stalking
  - d) Public humiliation
  - e) Spreading malicious and derogatory rumors or falsehoods
4. Discrimination as defined in College Policy 6Hx2-5.22
5. Dishonesty, including but not limited to the following:
  - a) Cheating, plagiarism, or other forms of academic dishonesty
  - b) Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not permitted.
  - c) Furnishing false information, making false accusations, or misrepresentation of oneself or others to any College official, including but not limited to faculty, staff or administrators, representing oneself as an agent of the College, and/or entering into a contract on behalf of the Board of Trustees.
  - d) Forgery, alteration, or the misuse of any College document, record, or instrument of identification
  - e) Tampering with the election of any recognized College student organization
  - f) Violation of copyright as defined in College Policy 6Hx2.8.05

6. Disorderly Conduct
7. Disruption of the Educational Environment – including but not limited to:
  - a) To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor's syllabus. Therefore, all such devices must be inaudible and placed out of sight during class.
8. Hazing as defined in Florida State Statute, Chapter 1006.63
9. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution
10. Misuse of College Identification as defined in College Policy 6Hx2.5.24
11. Non-Compliance with Directions – Non-compliance with the directions of College personnel or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when properly requested to do so
12. Non-Compliance With the Student Discipline System, including but not limited to:
  - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so
  - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
  - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing
  - d) Knowingly making false accusations of student misconduct without cause
  - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system
  - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
  - g) Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
  - h) Failure to comply with the sanction(s) imposed under the Student Code
  - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system
13. Obstruction of Pedestrian or Vehicular Movement
14. Public Intoxication/Disorderly Behavior
15. Smoking in Non-Designated Areas
16. Sexual Battery/Assault as defined in College Policy 6Hx2-5.20
17. Sexual Harassment as defined in College Policy 6Hx2-5.20
18. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following conditions apply:
  - a) The offense occurred at an event that was sanctioned by an officer of the organization.
  - b) Organizational funds are used to finance the activity.
  - c) The event where the offense occurred is substantially supported by the organization's membership
  - d) Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
  - e) The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense
19. Theft or Damage, or Attempted Theft or Damage, to a Person's or the College's Property
20. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01, 6Hx2-8.03
21. Unauthorized Demonstration - participation in a campus demonstration where the students behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through , or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular
22. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
23. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol



24. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker's seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without prior consent of all parties.
25. Unauthorized Use of College Property or Facilities
26. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any College-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
- a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College. Such an off-campus violation must be of a nature that where there the presence of the student at a College campus is reasonably considered to be a danger to persons or property.
  - b) College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
  - c) When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
  - d) The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
27. Violation of Published College Policies/Procedures, Rules or Regulations.
28. Weapons and Dangerous Materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity, including in the parking area for the college or the activity. This specifically revokes an individual's right to carry a licensed firearm at any College location or at any College-sponsored activity; additionally, this specifically revokes an individual's right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. Authorized personnel with a specific educational purpose are exempt, but only to the specific limits outlined in their authorization. When individuals are observed with a firearm or other dangerous materials on campus, Broward College officials have the right to make reasonable inquiries to confirm that the firearm or other dangerous material is being legally carried or stored as permitted by Florida Statute and BC Policy.

## **The Policy and the Faculty and Staff**

Faculty and staff are responsible for notifying the chief student affairs officer on the campus about possible violations of the Student Code of Conduct.

## **Implementation and Oversight**

The President has the authority to establish procedures to implement this policy. The chief student affairs officer or designee on the campus/center where the infraction is alleged to have occurred, in consultation with the Vice President for Student Affairs and Enrollment Management, is responsible for the implementation and oversight of policy compliance. Students wishing to grieve a decision may appeal in accordance with the provisions of the Student Code of Conduct Procedure, BC Procedure A6Hx2-5.02.

## **Violation of Policy**

The College retains the right to discipline students and student organizations up to dismissal from the College, for violation of this policy.

Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Vice President of Human Resources or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor in accordance with BC Policy 6Hx2-4.19. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct for disciplinary action.

The College maintains partnerships with external institutions including but not limited to educational institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to BC Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

College sponsored programs or sanctioned events may have their own rules and disciplinary procedures that would be applicable in addition to the Student Code of Conduct, such as the Institute of Public Safety, Aviation Institute, etc.

## **Definitions**

**Abusive Conduct** - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person

**Bribery** - offering, soliciting, receiving, or giving money or any item or service to a College employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided

**Bullying** – behavior that inflicts physical or psychological abuse on one or more members of the College community. Such behavior may occur in-person or via electronic communication.

**Cheating** - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

**Code of Conduct** - a set of conventional principles and expectations that are considered binding on any student at the College.

**Controlled Substance** – all illegal drugs and prescription drugs taken without a physician's order.

**Disorderly Conduct** - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with this policy.

Student Organization - a student group that has registered with a campus/center student life office in accordance with the provisions of this policy and procedure.

## **Dismissal of Disruptive Students**

*Broward College Policy 6Hx2-5.19*

*The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:*

Students who cannot conform to the standards of appropriate behavior as set forth in Broward College Policy 6Hx2-5.19, Student Code of Conduct, shall not be permitted to interfere with other students' access to a college education. Broward College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these policies may result in appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation.

For more detailed information about Dismissal of Disruptive Students Policy and Procedure (BC Policy 6Hx2-5.19) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol519.pdf>.

## **Unlawful Sexual Harassment/Battery/Assault**

*Unlawful Sexual Harassment /Battery/Assault Policy (BC Policy 6Hx5.20)*

*The Unlawful Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:*

The College intends to protect all students from sexual harassment. In this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment.

For more detailed information about Unlawful Sexual Harassment/Battery/Assault Policy and Procedure (BC Policy 6Hx2-5.20) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol520.pdf>.

# **Unlawful Discrimination, Harassment, and Retaliation**

*Unlawful Discrimination, Harassment, and Retaliation Policy for Students (BC Policy 6Hx2-5.22)*  
*The Unlawful Discrimination, Harassment, and Retaliation Policy for Students was developed to uphold laws protecting students against discrimination of all types:*

Broward College recognizes its obligation to work towards a community in which diversity is valued and equal access to educational opportunities are provided free from discrimination, and unlawful harassment and retaliation in accordance with federal, state and local laws.

The Campus Provost/Center Director, working in close consultation with the Vice President for Student Affairs and Enrollment Management, and the Equity Office in Human Resources shall investigate formal and informal complaints according to the College policies and procedures.

For more detailed information about Unlawful Discrimination, Harassment, and Retaliation Policy and Procedure (BC Policy 6Hx2-5.22) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol522.pdf>.

## **HIV/AIDS**

*HIV/AIDS (BC Policy 6Hx2-5.16)*

*The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:*

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193. In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus Student Life offices will coordinate a program consisting of education, prevention, activities, and counseling services. No student will be denied admission to the College on the basis that he/she has HIV.

For more detailed information about HIV/AIDS Policy and Procedure (BC Policy 6Hx2-5.16) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol516.pdf>

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

### **FERPA and the Dependent Student**

Even after a student has become an eligible student at age 18, an educational agency or institution may disclose education records to the student's parents, without the consent of eligible students, if the student is a dependent for Federal income tax purposes. Section 99.31 (a)(8) permits an

educational agency or institution to disclose education records, without consent, to either parent if at least one of the parents has claimed the student as a dependent on the parent's most recent tax return.

Institutions must first determine that a parent has claimed the student as a dependent on the parent's Federal income tax return. Institutions can determine that a parent claimed a student as a dependent by asking the parent to submit a copy of the parent's most recent Federal tax return. Institutions can also rely on a student's assertion that he or she is not a dependent unless the parent provides contrary evidence. Under § 99.31(a)(15) written consent is not required, regardless of dependency status, to disclose to a parent of a student at an institution of postsecondary education information regarding a student's violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 at the time of the disclosure to the parent.

## **Right to Inspect and Correct Records**

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are required to comply with such requests within 45 days, and are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## **Disclosure of Information**

Schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Contracted vendors who are providing a service to the College where there is a legitimate educational interest; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Health and Safety Emergency**

Section 99.31(a)(10) provides that an educational agency or institution may disclose personally identifiable information from education records without consent if the disclosure is in connection with a health and safety emergency under the conditions described in § 99.36. Section 99.36 provides an educational institution may disclose personally identifiable information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health and safety of a student or other individuals, it may disclose information from the education



records to any person who knowledge of the information is necessary to protect the health and safety of the student or other individuals. The Department of Education will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

## **Directory Information**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. BC notifies its students in the fall of each year in the student and local newspaper, as well as in the annual printing of the student handbook and in General Academic Information of the College catalog.

Broward College maintains and reserves the right to release the following directory information without the student's consent (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities. If a student does not wish for any directory information to be disclosed, he/she should contact the campus Registration Office.

The College uses outside contractors, consultants, affiliates, etc. as school officials in an effort to provide certain institutional services and functions and may disclose certain information in the students' education records that may be pertinent to providing these services.

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

## **Federal Compliance Information**

For additional information or to file a complaint, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Family Policy Compliance Officer at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **ADA Compliance**

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator at 201-7634, or 225 E. Las Olas Blvd. Rm. 125C, Ft. Lauderdale, FL 33301.

## **Equity Coordinator**

The Equity Coordinator is designated to coordinate compliance with civil rights protections. The Equity Coordinator for Broward College is the Vice President for Human Resources and Equity. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Dr. Edna Chun at 201-7693, or e-mail [echun@broward.edu](mailto:echun@broward.edu), or 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301.

# Students Right To Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2009, the following criminal offenses occurred on BC's campuses:

Aggravated Assault/ Stalking - 1  
Burglary/Breaking & Entering - 93  
Homicide Offenses - 0  
Motor Vehicle Theft - 21  
Robbery - 9  
Sex Offenses, Forcible - 0  
Liquor Violation Arrests - 0  
Drug Abuse Violation Arrests - 0  
Weapons Violation Arrests - 0

## Computer Usage

*College Network and Software Usage BC Policy 6Hx2-8.01)*

*The College Network and Software Usage policy protects against unlawful use of BC computers:*

BC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

For more detailed information about Computer Usage Policy and Procedure (BC Policy B6Hx2-8.01) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol801.pdf>.

## E-mail Usage

*College Communication Via E-mail (BC Policy 6Hx2-8.03)*

*The College Communication to Students Via E-mail protects against inappropriate use of the e-mail system:*

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BC e-mail account to ensure they are kept up-to-date on official college correspondence. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slurs or pornographic comments or images or to transmit chain letters. Student e-mail is deleted only when the student has not registered for any classes for two consecutive major semesters (i.e., fall and winter).

For more detailed information about E-mail Usage Policy and Procedure (BC Policy B6Hx2-8.03) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol803.pdf>.

How to activate your BC e-mail address:

Only current students will be provided with a BC e-mail account.

Log onto my BC/SOS at [www.broward.edu](http://www.broward.edu)

1. Enter Login ID
2. Enter PIN
3. Select Personal tab
4. Select Student e-mail tab
5. Student must read the BC Student Computer Fair Use Guidelines and Agreement and accept the terms

## **Copyright Compliance**

*College Copyright Policy (BC Policy 6Hx2-8.05)*

*The College Copyright Policy provides information to ensure students at BC comply with all laws regarding copyright, and to act in good faith when using copyrighted materials to support education and research activities:*

All BC students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

For more detailed information about Copyright Compliance Policy and Procedure (BC Policy B6Hx2-8.05) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol805.pdf>.

All absences shall be subject to the provisions of Broward College Policy 6Hx2-4.18, Class Attendance.

## **Complaint Process for Students for Non-Instructional Issues**

*Complaint Process (BC Policy 6Hx2-5.23)*

*The Complaint Policy facilitates resolution of conflicts between students, faculty and staff:*

Broward College encourages a fair review of student non-instructional complaints. The policy supports the College mission to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives.

For more detailed information about Complaint Process for Students for Non-Instructional Issues Policy and Procedure (BC Policy 6Hx2-5.23) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol523.pdf>.

## **Student Complaints and Information Process**

Students who want to have a grievance heard should seek resolution to an issue may consult with the campus or district offices indicated on the next page beginning with the First Response. It is important that students understand and follow the progressive resolution processes listed.

# Student Complaints and Information Process Chart

	First Response	Next Level	Next Level	Next Level
Advising/ Counseling	Associate Student Dean		Campus Dean of Students	Academic Standards Committee/Vice President for Student Affairs
Admissions Application	Coordinator of Enrollment Services	Campus Dean of Students	AVP for Student Affairs/College Registrar	Vice President for Student Affairs
Bookstore	Bookstore Manager		Director of Bookstores	Vice President for Facilities
CLAS	District Associate Registrar	AVP for Academic Affairs	AVP for Student Affairs/College Registrar	Vice President for Academic Affairs
College Placement Test	Testing Center Coordinator	Associate Student Dean	Campus Dean of Students	Vice President for Student Affairs
Disruptive Behavior of Students In class Outside class	Faculty Member Campus Safety Officer		Campus Dean of Students	Campus Provost in conjunction w/Vice President of Student Affairs
Enrollment/ Registration	Coordinator of Enrollment Services	Associate Registrar	AVP for Student Affairs/College Registrar	Vice President for Student Affairs
Faculty Concerns	Associate Dean Program Manager		Academic Dean	Campus Provost in conjunction with Vice President for Academic Affairs
Financial Aid	Financial Advisor, Supervisor	Assistant Director of Financial Aid	AVP for Student Affairs/Financial Services	Vice President for Student Affairs
Florida Residency	Director of Enrollment Services	Associate Registrar	AVP Student Affairs/College Registrar	Vice President for Student Affairs
Grade Appeal	Faculty Member	Program Manager or Associate Dean	Campus Grade Appeal Committee	Vice President for Academic Affairs
Graduation	Advisor/Counselor	Associate Registrar	AVP Student Affair/College Registrar	Vice President for Student Affairs
Immigration Status I-20	Supervisor of International Admissions	Associate Registrar	AVP for Student Affairs/College Registrar	Vice President for Student Affairs
Intercollegiate Athletics	Athletic Director		Associate Vice President for Student Affairs/Student Life	Vice President for Student Affairs
Library/LRC	Associate Dean of LRC		Dean of Academic Resources	Campus Provost in conjunction with AVP of Academic Affairs
Parking	Campus Safety Lieutenant		Business Dean	Campus Provost
Refund Requests	Director of Enrollment Services		Campus Dean of Students	Campus Provost
Security	Campus safety Lieutenant		Business Dean	Campus Provost
Sexual Harassment, Discrimination, and/or Retaliation (if student is involved as alleged victim or perpetrator)	Campus Dean of Students will assist/discipline students as necessary AVP for Employee Relations to assist/discipline employees as necessary, in consultation with appropriate supervisor			Vice President for Student Affairs (for student matters), Vice President for Human Resources and Equity (for employee matters)
Student Accounts	Cashier Coordinator	Credit & Collections Coordinator, or College Bursar	AVP for Student Business Services	Chief Financial Officer
Student Activities	Director/Coordinator of Student Life		Campus Dean of Students	Campus Provost in Conjunction with Vice President for Student Affairs
Students w/Disabilities	Disability Services Advisor	Manager of Disability Services	AVP for Student Affairs/Financial Services	Vice President for Student Affairs
Transcripts	Director of Enrollment Services	Associate Registrar	AVP for Student Affairs/College Registrar	Vice President for Student Affairs

# Payment and Refund of Student Tuition and Fees

## Accessing Financial Services via the Web through myBC

Students may pay tuition and fees and obtain financial information from either a campus Cashier's Office or the Broward College website at [www.broward.edu](http://www.broward.edu). Students may access the following options by logging into myBC:

- Pay by credit card
- View instructions to pay by mail
- View tuition and fees for a specific term including the payment due date
- View and print 1098T tax information including duplicate forms for current and prior years and obtain answers to frequently asked questions
- View and change 1098T tax form delivery method
- View and accept Florida Prepaid College Program coverage
- View and print copies of payment receipts
- View pending and issued refunds
- View tuition and payment details for a specific term
- View financial aid awards, disbursements, and how the award was applied to tuition, fees, books, and outstanding debt payments for a specific term

Tuition and fees must be paid by the assigned payment due date. At the time of class payment, the student will be required to pay all obligations such as library fines and parking fines or receivables in full.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order payable to Broward College.

There are three ways to remit payment:

- By credit card on the web
- By check or money order mailed to the Willis Holcombe Center Cashier's Office (see check information below)
- By cash, check, money order, debit card or credit card in person at a campus Cashier's Office. The authorized user must be present for credit card and debit card payments.

Detailed payment instructions are provided in the Schedule of Classes and on BC's home page at [www.broward.edu](http://www.broward.edu).

Checks and money orders for payment of tuition and fees must be made payable to Broward College and include the student's identification number. Check payments made in person through a Cashier's Office will be converted to ACH transactions. Checks and money orders must be drawn on a U.S. bank, and be made payable in U.S. (\$) dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

Checks and money orders may be mailed to:

Broward College  
Willis Holcombe Center  
Cashier's Office Bldg. 33, Room 108  
225 E Las Olas Blvd  
Fort Lauderdale, FL 33301



To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28), and collection of funds owed to the college policy (Policy 6x2-6.16), visit [www.broward.edu/polprocman](http://www.broward.edu/polprocman). Additional information may also be available in the college catalog.

Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus Admission's Office.

For office hours and additional information, contact your campus Cashier's Office at:

Central Campus	954-201-6545
North Campus	954-201-2210
South Campus	954-201-8830
Willis Holcombe Center	954-201-7508
Pines Center	954-201-3607

## **Parking and Transportation Access Fee**

All students will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking sticker for use at any BC campus or center for the term paid. The exceptions include:

- Students who receive the following tuition and fee exemptions (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking sticker.
- Students who only attend the Miramar, Weston or Pines Centers
- Students taking only non-credit classes at the Willis Holcombe Center
- Institute of Public Safety Trust Fund Students
- Students in Continuing Education Vocational Certificate, and Continuing Workforce Education classes
- Health Science students who receive their training at a hospital
- PTA students at Edison Community College.

If a student can demonstrate that he/she does not use Broward College facilities at any campus or center, and does not fall into any of the categories above, a Parking and Transportation Access Fee Appeals Form must be submitted to any Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access fee will be exempted from the registration fees. The student will not be eligible for a parking sticker. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please contact a campus Safety Office.

## **Payment of Student Accounts Due to the College**

In accordance with Florida Statute 1010.03 the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable balance or obligation balance is due a financial hold is immediately generated on the student or individual. This financial hold may prevent the release of transcripts, enrollment certificates, and block further class registration. The financial hold will remain until all debt is paid in full. The debt must be paid in full BEFORE the hold is removed. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt.

## **Returned Check Policy**

A returned check is a check that is not honored when presented for payment and is returned to the College by the drawer for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to ACH are redeposited and the



maker of the check may incur additional fees associated with the redeposit. The check is returned to the Credit and Collections department for collection.

In accordance with Florida Statute 832.07 the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

### **Credit Card Chargeback Policy**

Dishonored credit card payments for tuition and fees or bookstore purchases or other payments will result in the student or individual being obligated and billed for all tuition and fees due. The student will be blocked from making future payments by credit card when chargebacks occur.

### **Refund of Student Tuition and Fees**

Refundable student fees include tuition, out-of-state fees, financial aid fees, capital improvement fees, student activity fees, parking and transportation access fees, technology fees, laboratory fees or special fees associated with a class. Students are responsible for learning and complying with prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period. Refer to policy and procedure 6Hx2-6.13 for additional student fee information.

### **Deadline to Drop a Class with a 100% Refund of Tuition and Fees**

<b>Length of class</b>	<b>Deadline to drop with 100% refund</b>
8 weeks or longer	During drop/add period
Less than 8 weeks (but more than once)	Prior to the second class meeting
Class meets only once	Prior to the first class meeting

**Method of Refund:** Refunds will be processed approximately two weeks after the final drop/add date for each session through an automated process. Students do not have to contact a Cashier's Office to receive a refund. Fees paid by cash, check, money order or debit card will be refunded in the form of a check. Fees paid by credit card will be refunded to the credit card. Those students whose classes were paid with financial aid may receive a check pending a review of the student's continued eligibility after the drop of classes by the Office of Student Financial Services. If a student has any outstanding debt to the College, it must be fully paid before the student can receive a refund for their class.

### **Refund Due to Extenuating Circumstances**

When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student submits a petition for refund to the College after the official drop period but prior to the withdrawal date of the current term, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petitions for refunds outside the specified time frames.

## **Federal Return of Title IV Funds policy**

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from any BC classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were “earned” for the portion of the term enrolled. If a student has received more aid than he/she is entitled to, based on the date of withdrawal of classes, federal law requires the College must return the money to the Federal government and that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

## **Withdrawals for Disciplinary Reasons**

Students who are withdrawn from a course or courses for disciplinary reasons are not entitled to a refund.

NOTE: Universities may consider the number of withdrawals when considering students for admission. Excessive “W” grade assignments may be viewed negatively by admission officers.

## **Florida Residency For Tuition Purposes**

Florida statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

The required 12 month qualifying period is for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Documentation is required to support the residency claim.

Residency requirements are subject to change pending decisions of the Florida legislature.

## **Excess Hours Advisory Statement**

Section 1009.086, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours ( $120 \times 120\%$ ).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

# College Transfer Guarantee

The College Transfer Guarantee assures that students with an Associate in Arts degree are guaranteed specific transfer rights to other state colleges and universities:

Students who graduate from Florida colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the eleven state universities, except to limited access programs.
- Acceptance of at least 60 semester hours by the state universities.
- Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).
- No additional General Education Core requirements
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.
- Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BC. Each state university and college shall make available established appeal procedures through the respective articulation officers.

## Class Attendance Policy

(BC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

It is a student's responsibility to attend all classes in which they are enrolled. To comply with federal guidelines for Title IV programs, faculty are required to report student non-attendance throughout the term up to the 60% period of the term. When students stop attending classes after the drop/add date for 100% refund and prior to the 60% period of the term, the student may be withdrawn from the course. If it is the student's third attempt, a grade of F shall be given. It is the student's responsibility to officially withdraw from a course or the college. Failure to do so can impact grades and financial aid.

A student may withdraw from a course after the 100% refund date and prior to the 60% period; however financial aid may be impacted. A student can be withdrawn from a class at any time by faculty due to non-attendance prior to the 60% period. Financial Aid and veterans benefits recipients may see the amount of their award adjusted when they withdraw, or are withdrawn from a course prior to the 60% period. For international students, a Withdrawal will impact immigration status if enrollment falls below the full-time minimum of 12 credit hours.

## Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

## **Non-Class Days**

In the event of unanticipated circumstances that are beyond anyone's control or in situations where concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how course learning outcomes will be achieved.

## **Non-Penalized Absences**

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

## **Student Responsibilities Relative to Non-Penalized Absences**

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence by the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

## **Extenuating Circumstances**

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, the student should withdraw from the class.

## **Excessive Absences**

Excessive absences from any course, regardless of the reason, may result in administrative withdrawal of the student from the course and a WF grade. This may necessitate that the student repeat the course.

## **Classes with Special Instructional Requirements**

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the makeup of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include withdrawing the student from the course, or giving an Incomplete grade, if the student is passing the course at the time the "I" is given.

## **Appeals**

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

# Grades and Grade Appeal Process

Grades and grade appeal process (BC Policy 6Hx2-4.19)

The Grades and Grades Appeal Process Policy establishes a mechanism for students to challenge a final course grade:

For concerns not related to the final course grade calculation as defined in the faculty member's syllabus, the student should review and follow the Broward College Student Complaint Process.

Per Florida State Board of Education Administrative Rules, Chapter 6A-14.0301 limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

## Total Attempts College-Level Courses

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

## Total Attempts - College-Preparatory Courses

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

## Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the final course grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

## Final Course Grades and Records

Final course grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0



The following grades, however, do not affect the grade point average:

Grades		Points
I	Incomplete	0
W	Withdrawal	0
X	Audit	0
XW	Audit Withdrawal	0
NG	No Grade Assigned	0
NR	Grade Not Received	0
S	Satisfactory	0
U	Unsatisfactory	0
NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

### **I - Incomplete**

An "I" grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the "I" changed to a final grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the "I" will automatically become an F on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

### **W - Official Withdrawal**

Students may officially withdraw online or in person at any campus Registration office. It is important to note that this responsibility rests with students and failure to do so timely and appropriately could result in a grade for the course and repayment penalties for financial aid as indicated below.

### **W - Unofficial Withdrawal**

Students are considered as unofficial withdrawals if they stop attending without notifying school of their intent to withdraw. These students are also considered to have dropped out. If a faculty member determines that a student stopped attending or has violated the faculty member's class attendance policy anytime up to the 60% period, the faculty can unofficially withdraw students from courses.

## **ACADEMIC IMPACT OF WITHDRAWALS**

The student may withdraw without academic penalty from any course by the midpoint in the semester (60% point in the term). The student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

## **FINANCIAL IMPACT OF WITHDRAWALS**

Students who use Federal or State financial aid (grants, loans, Bright Futures) to pay any portion of their tuition and fees, will have to return this aid used to pay their tuition to the Federal or State based on their date of withdrawal in each course prorated up to the 60% period in the term. Students must repay these returned funds to the College prior to registering for subsequent semesters.

### **X and XW - Audit**

A student must indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period at the 60% point of the term, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course



and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an X grade, but an XW indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

### **NC - Non-Credit Course**

The NC is assigned automatically for any zero credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

### **NG - No Grade Assigned**

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

### **NR - No Grade Reported**

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

### **S and U - Satisfactory and Unsatisfactory**

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

## **Forgiveness**

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

## **Withdrawal Under Exceptional Circumstances**

When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student submits a petition for refund to the College after the official drop period but prior to the withdrawal date of the current term, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petitions for refunds outside the specified time frames.

# Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

## Grounds for Using the Grade Appeal Process for Final Course Grades

Any appeal of a final course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment with respect to the final course grade, that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

**Preliminary Action:** Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange the meeting between the student and the Faculty member.

Either the Faculty member or the student may request the Associate Dean or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Associate Dean.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty Staff Handbook, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

**Step 1: Submission of Documents.** The student will obtain a Grade Appeal Request Package from the Student Affairs Office or the Associate Dean. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the Grade Appeal Request Package to the Faculty member via the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

**Step 2: Mediation by Associate Dean.** The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal Request Package from the student as a result of Step 1.

If the Instructor is also an Associate Dean, the Dean of Academic Affairs will designate another Associate Dean to conduct the mediation. Following the mediation session, the Associate Dean will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

**Step 3: A Hearing Before the Campus/Center Grade Appeals Committee.** If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Academic Dean within five working days of the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal Request Package to the Campus Academic Dean/Center administrator. The Campus Academic Dean will submit the Grade Appeal Request Package to the Campus Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation. The Campus Grade Appeals Committee will review the Grade Appeal Request Package. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty/Staff Handbook, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

### **Grade Appeal Process For Academic Dishonesty**

The students, Faculty, administration and staff at Broward College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations.

### **Grounds for Using the Grade Appeal Process For Academic Dishonesty**

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Breaches of the College's Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade

for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

**Preliminary Action:** Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange and attend the meeting between the student and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student's assertion of innocence.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Associate Dean. At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member. Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

**Step 1: Submission of Documents.** The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Associate Dean's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal. Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

**Step 2: Mediation by Associate Dean.** The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Associate Dean prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1. Following the mediation session, the Associate Dean will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

**Step 3: A Hearing Before the Campus/Center Grade Appeals Committee.** If the student is dissatisfied with the results of the Associate Dean's mediation, he/she may notify the Campus Academic Dean within five working days of receiving the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean. The Campus Academic Dean will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus Grade Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

## **Religious Observances**

Religious observances (BC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward College Policy 6Hx2-4.18, Class Attendance.

16

Mon

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17

Tue

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18

Wed

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19

Thu

☐☐☐

20

Fri

☐☐☐

21/22

Sat/Sun

☐☐☐





Experience is a great teacher.  
- John Legend

Sessions I & II classes begin 8 a.m.

23

Mon

☐☐☐

24

Tue

☐☐☐

25

Wed

☐☐☐

26

Thu

☐☐☐

Sessions I & II Weekend College classes begin

27

Fri

☐☐☐

28/29

Sat/Sun

☐☐☐



Life is the art of drawing without an eraser.  
- John W. Gardner

Sessions I & II last day to drop for 100% refund

Weekend College Sessions I & II last day to drop for 100% refund

**30**

Mon

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**31**

Tue

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**1**

Wed

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**2**

Thu

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**3**

Fri

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☐

**4/5**

Sat/Sun

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Nothing is a waste of time if you use the experience wisely.  
- Auguste Rodin



**Labor Day** No classes day or evening**6**

Mon

☐☐☐**7**

Tue

☐☐☐**8**

Wed

☐☐☐**9**

Thu

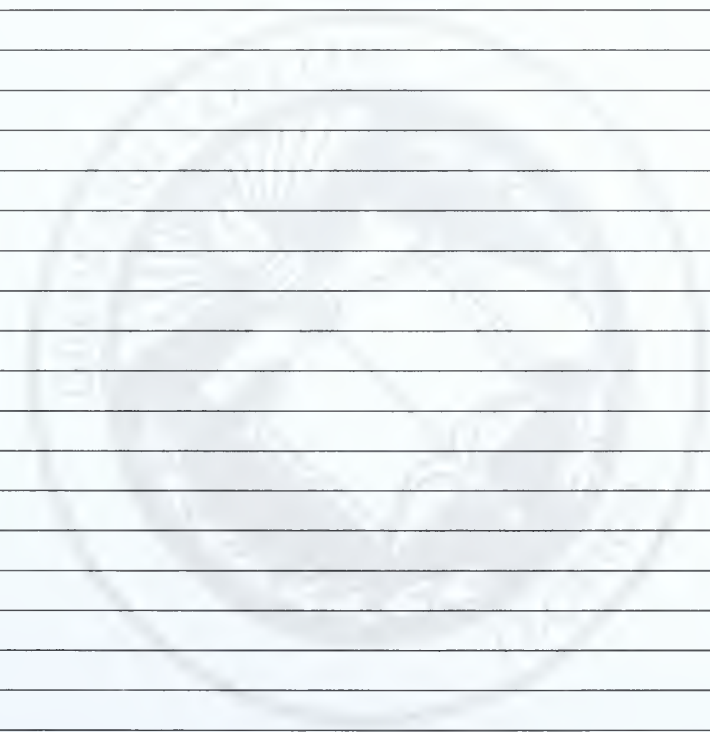
☐☐☐**10**

Fri

☐☐☐**11/12**

Sat/Sun

☐☐☐



**13**

Mon

☐☐☐

Session III classes begin 8 a.m.

**14**

Tue

☐☐☐**15**

Wed

☐☐☐**16**

Thu

☐☐☐**Fall Holiday** no classes**17**

Fri

☐☐☐

Weekend College Session III classes begin

**18/19**

Sat/Sun

☐☐☐



All life is an experiment. The more experiments you make the better.  
- Ralph Waldo Emerson

20

Mon

☐☐☐

Session II Midterms  
Session III last day to drop for 100% refund

21

Tue

☐☐☐

22

Wed

☐☐☐

23

Thu

☐☐☐

24

Fri

☐☐☐

25/26

Sat/Sun

☐☐☐



All the art of living lies in a fine mingling of letting go and holding on.  
- Henry Ellis



Session III Weekend College last day to drop for 100% refund

Session II last day to withdraw from any class, or change from credit to audit

27

Mon

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28

Tue

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29

Wed

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Thu

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1

Fri

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2/3

Sat/Sun

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Do not dwell in the past, do not dream of the future, concentrate the mind on the present moment.  
- Buddha

**4**

Mon

☐☐☐**5**

Tue

☐☐☐**6**

Wed

☐☐☐**7**

Thu

☐☐☐**8**

Fri

☐☐☐**9/10**

Sat/Sun

☐☐☐



Don't go around saying the world owes you a living. The world owes you nothing. It was here first.  
- Mark Twain

11

Mon

☐☐☐

12

Tue

☐☐☐

13

Wed

☐☐☐

14

Thu

☐☐☐

15

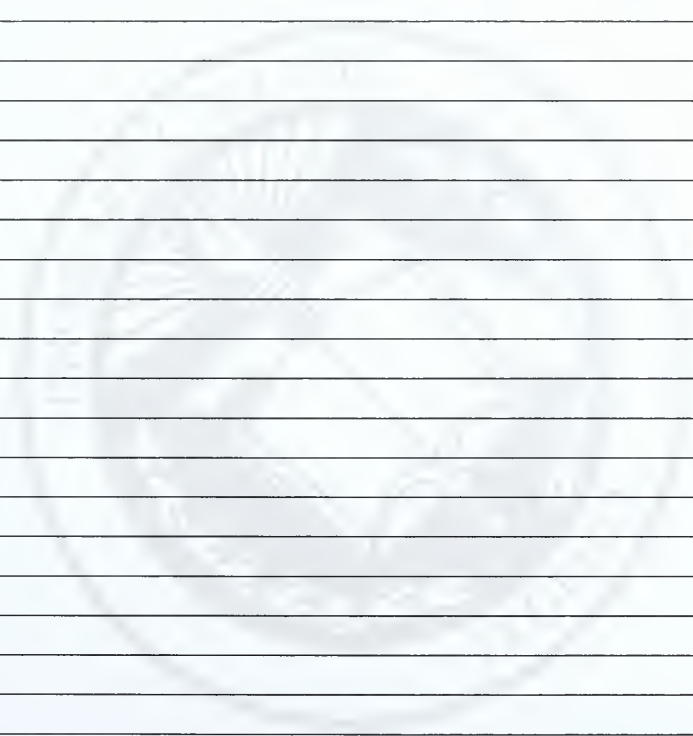
Fri

☐☐☐

16/17

Sat/Sun

☐☐☐



Every man dies. Not every man really lives.  
- William Wallace



Session II last day of classes

Session I Midterms

**18**

Mon

☐☐☐**19**

Tue

☐☐☐**20**

Wed

☐☐☐

Session IV classes begin 8 a.m.

**21**

Thu

☐☐☐

Weekend College Sessions IV classes begin

**22**

Fri

☐☐☐**23/24**

Sat/Sun

☐☐☐



Everything in life is luck.  
- Donald Trump

**25**

Mon

☐☐☐

Session III Midterms

**26**

Tue

☐☐☐

Session IV last day to drop for 100% refund

Weekend College Session IV last day to drop for 100% refund

**27**

Wed

☐☐☐**28**

Thu

☐☐☐

Session I last day to withdraw from any class, or to change from credit to audit

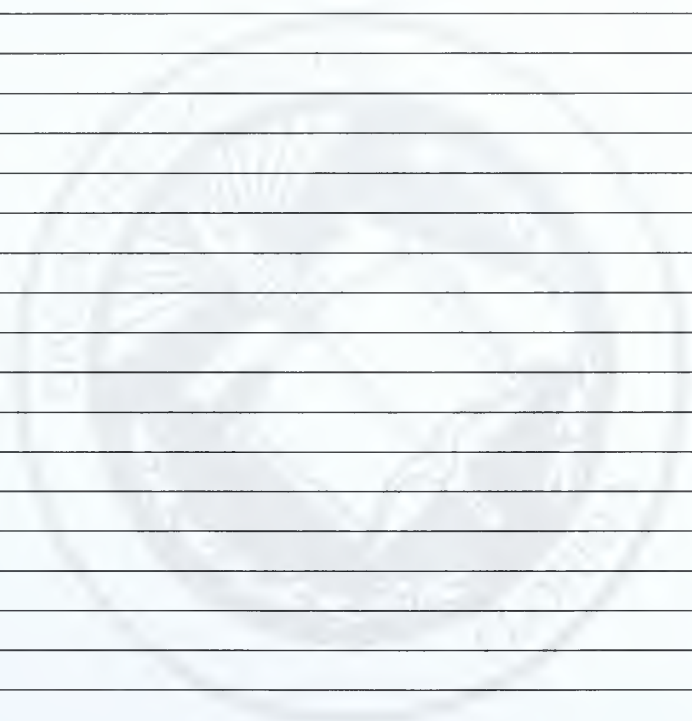
**29**

Fri

☐☐☐**30/31**

Sat/Sun

☐☐☐



I love life because what more is there.  
- Anthony Hopkins

**1**

Mon

☐  
☐  
☐**2**

Tue

☐  
☐  
☐**3**

Wed

☐  
☐  
☐

Session III last day to withdraw from any class, or to change from credit to audit

**4**

Thu

☐  
☐  
☐**5**

Fri

☐  
☐  
☐**6/7**

Sat/Sun

☐  
☐  
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I still find each day too short for all the thoughts I want to think, all the walks I want to take, all the books I want to read, and all the friends I want to see. - John Burroughs



**8**

Mon

☐  
☐  
☐**9**

Tue

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☐  
☐**10**

Wed

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☐  
☐**Veterans Day** no classes**11**

Thu

☐  
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☐**12**

Fri

☐  
☐  
☐**13/14**

Sat/Sun

☐  
☐  
☐



Life consists not in holding good cards but in playing those you hold well.

- Josh Billings

15

Mon

☐☐☐

16

Tue

☐☐☐

Session IV Midterms

17

Wed

☐☐☐

18

Thu

☐☐☐

19

Fri

☐☐☐

20/21

Sat/Sun

☐☐☐

Comedy is simply a funny way of being serious.  
- Peter Ustinov

**22**

Mon

☐☐☐

Session IV last day to withdraw from any class, or to change from credit to audit

**23**

Tue

☐☐☐**Thanksgiving** no evening classes**24**

Wed

☐☐☐**Thanksgiving** no classes Nov. 25 - 28**25**

Thu

☐☐☐**26**

Fri

☐☐☐**Thanksgiving** no classes Nov. 25 - 28**27/28**

Sat/Sun

☐☐☐

Keep your eyes on the stars, keep your feet on the ground.  
- Theodore Roosevelt



**29**

Mon

☐☐☐**30**

Tue

☐☐☐**1**

Wed

☐☐☐**2**

Thu

☐☐☐**3**

Fri

☐☐☐**4/5**

Sat/Sun

☐☐☐



Learn from yesterday, live for today, hope for tomorrow.  
- Anon.

**6**

Mon

☐☐☐**7**

Tue

☐☐☐**8**

Wed

☐☐☐

Session I final exams Dec. 9-15

**9**

Thu

☐☐☐

Session III last day of classes

**10**

Fri

☐☐☐**11/12**

Sat/Sun

☐☐☐

Let us not look back in anger or forward in fear, but around in awareness.

- James Thurber

**13**

Mon

☐☐☐**14**

Tue

☐☐☐

Session I final exams Dec. 9-15  
Sessions I & IV last day of classes

**15**

Wed

☐☐☐**16**

Thu

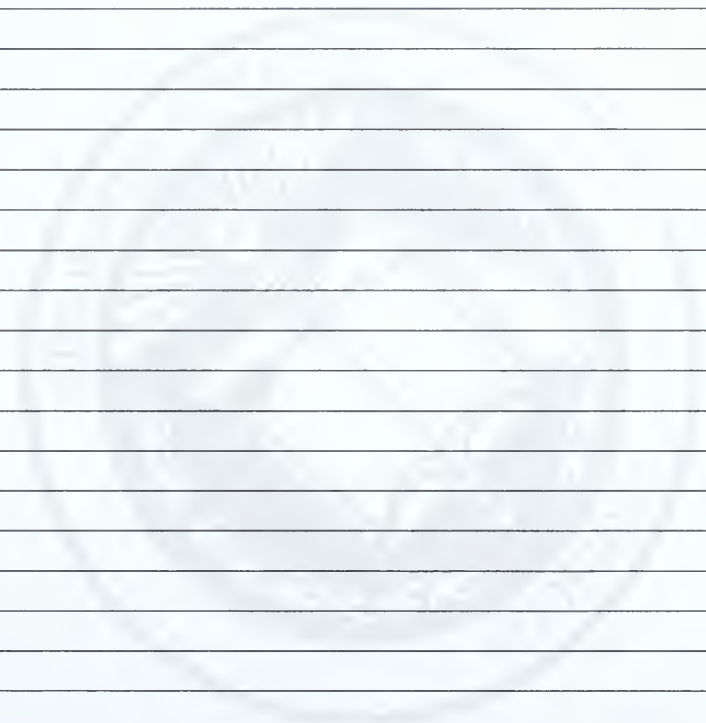
☐☐☐**Graduation****17**

Fri

☐☐☐**18/19**

Sat/Sun

☐☐☐



And in the end, it's not the years in your life that count. It's the life in your years.  
- Abraham Lincoln

20

Mon

☐☐☐

21

Tue

☐☐☐

22

Wed

☐☐☐

23

Thu

☐☐☐

24

Fri

☐☐☐

25/26

Sat/Sun

☐☐☐





Never bend your head. Hold it high. Look the world straight in the eye.  
- Helen Keller

**27**

Mon

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☐**28**

Tue

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☐**29**

Wed

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☐**30**

Thu

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☐**31**

Fri

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☐**1/2**

Sat/Sun

☐  
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☐



Let no man pull you low enough to hate hi.  
- Martin Luther King Jr.

**3**

Mon

☐☐☐**4**

Tue

☐☐☐**5**

Wed

☐☐☐

Sessions I and II classes begin 8 a.m.

**6**

Thu

☐☐☐

Weekend College Sessions I and II classes begin

**7**

Fri

☐☐☐**8/9**

Sat/Sun

☐☐☐



It's never just a game when you're winning.  
- George Carlin

Weekend College Sessions I and II last day to drop for 100% refund

**10**

Mon

☐☐☐**11**

Tue

☐☐☐**12**

Wed

☐☐☐

Sessions I and II last day to drop for 100% refund

**13**

Thu

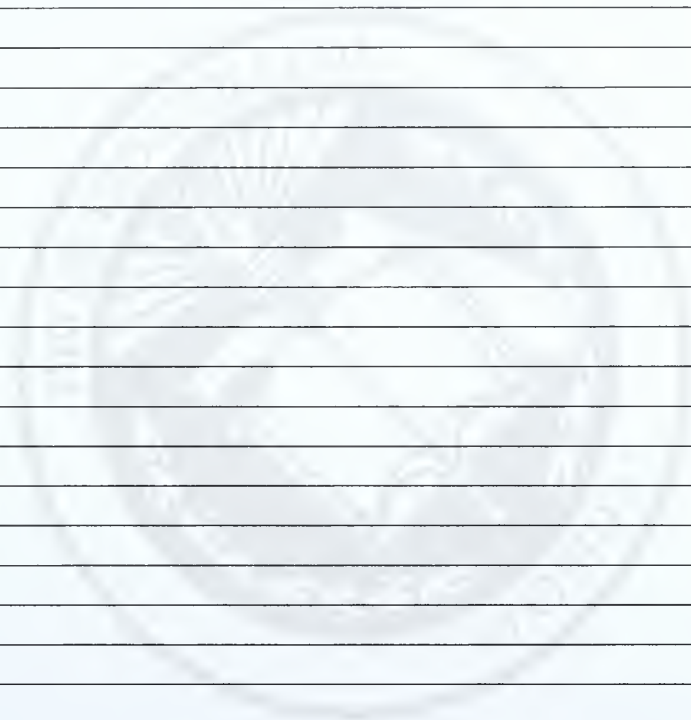
☐☐☐**14**

Fri

☐☐☐**15/16**

Sat/Sun

☐☐☐



Determine never to be idle...It is wonderful how much may be done if we are always doing.  
- Thomas Jefferson



Martin Luther King Jr.'s Birthday no classes day or evening

**17**

Mon

☐☐☐**18**

Tue

☐☐☐**19**

Wed

☐☐☐**20**

Thu

☐☐☐**21**

Fri

☐☐☐**22/23**

Sat/Sun

☐☐☐



Always do right. This will gratify some people and astonish the rest.  
- Mark Twain

Session III classes begin 8 a.m.

**24**

Mon

☐  
☐  
☐**25**

Tue

☐  
☐  
☐**26**

Wed

☐  
☐  
☐**27**

Thu

☐  
☐  
☐

Weekend College Session III classes begin

**28**

Fri

☐  
☐  
☐**29/30**

Sat/Sun

☐  
☐  
☐



I know for sure that what we dwell on is who we become.

- Oprah Winfrey

Session III last day to drop &amp; last day for 100% refund

Weekend College Session III last day to drop &amp; last day for 100% refund

**31**

Mon

☐  
☐  
☐**1**

Tue

☐  
☐  
☐**2**

Wed

☐  
☐  
☐**3**

Thu

☐  
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Session II Midterms

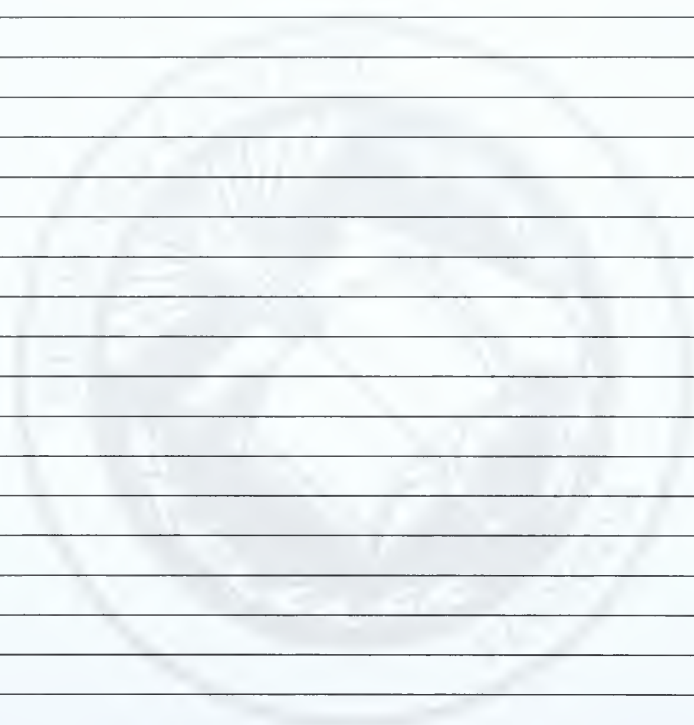
**4**

Fri

☐  
☐  
☐**5/6**

Sat/Sun

☐  
☐  
☐



Don't be afraid to see what you see.  
- Ronald Reagan

7

Mon

☐☐☐

8

Tue

☐☐☐

9

Wed

☐☐☐

10

Thu

☐☐☐

Session II last day to withdraw from any class, or change from credit to audit

11

Fri

☐☐☐

12/13

Sat/Sun

☐☐☐





Champions keep playing until they get it right.  
- Billie Jean King

**14**

Mon

☐☐☐**15**

Tue

☐☐☐**16**

Wed

☐☐☐**17**

Thu

☐☐☐**18**

Fri

☐☐☐**19/20**

Sat/Sun

☐☐☐



Just play. Have fun. Enjoy the game.  
- Michael Jordan

**21**

Mon

☐☐☐**22**

Tue

☐☐☐**23**

Wed

☐☐☐**24**

Thu

☐☐☐**Professional Development Day** no classes day or evening**25**

Fri

☐☐☐**26/27**

Sat/Sun

☐☐☐



Life is about timing.  
- Carl Lewis

28

Mon

☐☐☐

1

Tue

☐☐☐

2

Wed

☐☐☐

3

Thu

☐☐☐

Session I Midterms  
Session II last day of classes

4

Fri

☐☐☐

5/6

Sat/Sun

☐☐☐



Laziness may appear attractive, but work gives satisfaction.  
- Anne Frank



**Spring Break March 7-13****7**

Mon

☐☐☐**8**

Tue

☐☐☐**9**

Wed

☐☐☐**10**

Thu

☐☐☐**11**

Fri

☐☐☐**Spring Break March 7-13****12/13**

Sat/Sun

☐☐☐

A loving heart is the beginning of all knowledge.  
- Thomas Carlyle

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Session IV classes begin 8 a.m.

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**14**

Mon

☐☐☐

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Session III Midterms

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**15**

Tue

☐☐☐

---

**16**

Wed

☐☐☐

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**17**

Thu

☐☐☐

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Weekend College Session IV classes begin

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**18**

Fri

☐☐☐

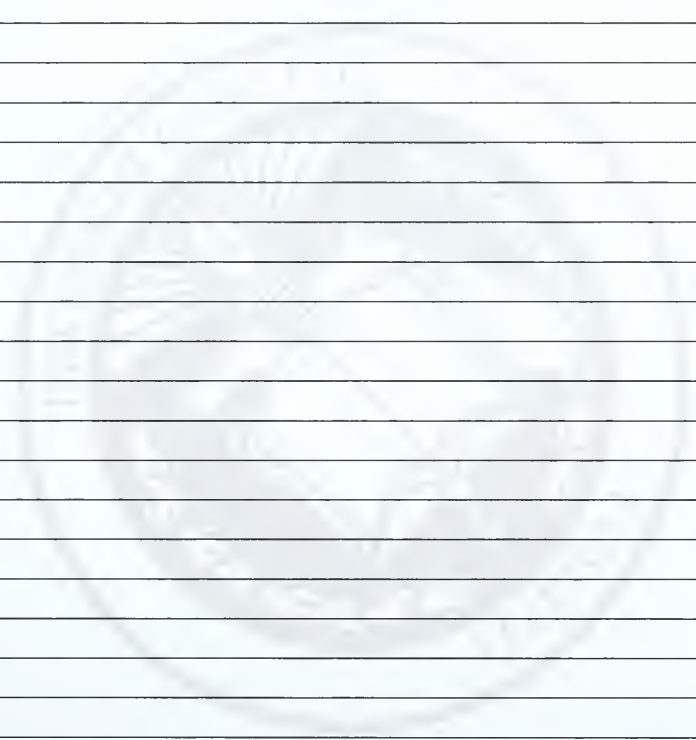
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**19/20**

Sat/Sun

☐☐☐

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You can't build a reputation on what you're going to do.  
- Henry Ford

Session IV weekend college last day for drop and 100% refund

Session IV last day for drop &amp; 100% refund

**21**

Mon

☐☐☐**22**

Tue

☐☐☐**23**

Wed

☐☐☐

Session I last day to withdraw from any class, or to change from credit to audit

Session III last day to withdraw from any class, or to change from credit to audit

**24**

Thu

☐☐☐**25**

Fri

☐☐☐**26/27**

Sat/Sun

☐☐☐



Act as if what you do makes a difference. It does.  
- William James

**28**

Mon

☐☐☐**29**

Tue

☐☐☐**30**

Wed

☐☐☐**31**

Thu

☐☐☐**1**

Fri

☐☐☐**2/3**

Sat/Sun

☐☐☐



Obstacles are those frightful things you see when you take your eyes off your goal.  
- Henry Ford



4

Mon

☐☐☐

5

Tue

☐☐☐

6

Wed

☐☐☐

7

Thu

☐☐☐

Session IV Midterms

8

Fri

☐☐☐

9/10

Sat/Sun

☐☐☐

Shoot for the moon. Even if you miss, you'll land among the stars.  
- Les Brown

**11**

Mon

☐☐☐**12**

Tue

☐☐☐**13**

Wed

☐☐☐

Session IV last day to withdraw from any class, or to change from credit to audit

**14**

Thu

☐☐☐**15**

Fri

☐☐☐**16/17**

Sat/Sun

☐☐☐



Only those who will risk going too far can possibly find out how far one can go.

- T.S. Eliot

**18**

Mon

☐☐☐**19**

Tue

☐☐☐**20**

Wed

☐☐☐**21**

Thu

☐☐☐**22**

Fri

☐☐☐**23/24**

Sat/Sun

☐☐☐



It's easy to make a buck. It's a lot tougher to make a difference.  
- Tom Brokaw

**25**

Mon

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☐

Session III last day of classes

**26**

Tue

☐  
☐  
☐**27**

Wed

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☐  
☐

Session I Finals April 28 - May 4

**28**

Thu

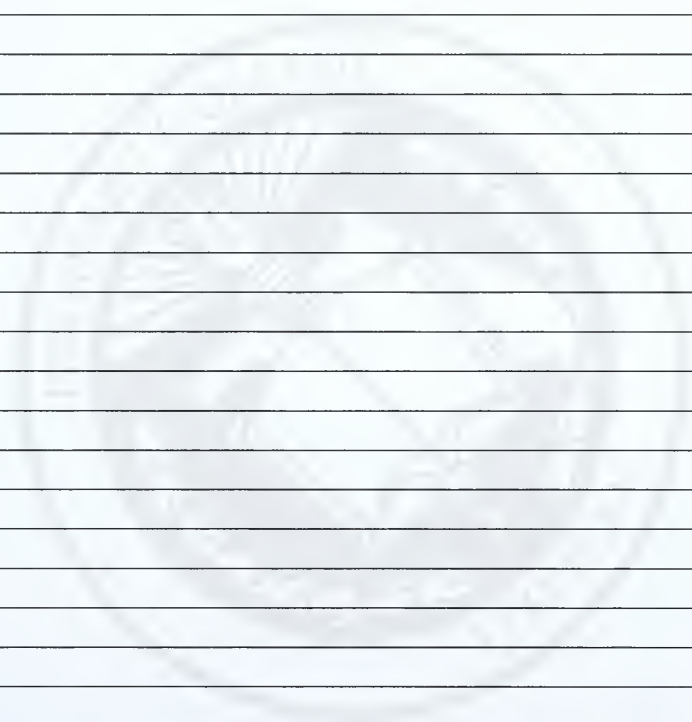
☐  
☐  
☐**29**

Fri

☐  
☐  
☐**30/I**

Sat/Sun

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☐  
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A teacher is a compass that activates the magnets of curiosity, knowledge, and wisdom in the pupils.  
- Ever Garrison



**2**  
Mon

☐

☐

☐

**3**  
Tue

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☐

Session I Finals April 28 - May 4  
Sessions I & IV last day of classes

**4**  
Wed

☐

☐

☐

**5**  
Thu

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☐

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Graduation :-)

**6**  
Fri

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☐

☐

**7/8**  
Sat/Sun

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Life is the sum of all your choices.  
- Albert Camus

9

Mon

☐

☐

☐

Sessions I & II classes begin 8 a.m.

10

Tue

☐

☐

☐

11

Wed

☐

☐

☐

12

Thu

☐

☐

☐

Weekend College Sessions I & II classes begin

13

Fri

☐

☐

☐

14/15

Sat/Sun

☐

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It is amazing how much you can accomplish when it doesn't matter who gets the credit.  
- Author Unknown

Sessions I & II last day to drop for 100% refund  
Weekend College Sessions I & II last day to drop for 100% refund

16

Mon

☐☐☐

17

Tue

☐☐☐

18

Wed

☐☐☐

19

Thu

☐☐☐

20

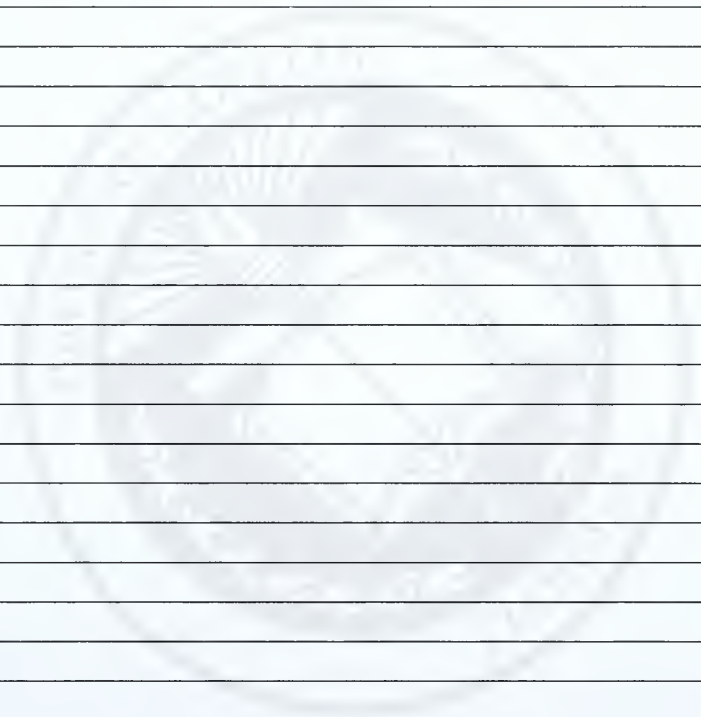
Fri

☐☐☐

21/22

Sat/Sun

☐☐☐



Respect your efforts, respect yourself. Self-respect leads to self-discipline. When you have both firmly under your belt, that's real power. - Clint Eastwood

**23**

Mon

☐☐☐**24**

Tue

☐☐☐**25**

Wed

☐☐☐**26**

Thu

☐☐☐**27**

Fri

☐☐☐**28/29**

Sat/Sun

☐☐☐



They cannot take away our self-respect if we do not give it to them.  
- Mahatma Gandhi



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**Memorial Day** no classes day or evening

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**30**

Mon

☐☐☐

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Session II midterms

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**31**

Tue

☐☐☐

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**1**

Wed

☐☐☐

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**2**

Thu

☐☐☐

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**3**

Fri

☐☐☐

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**4/5**

Sat/Sun

☐☐☐

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People seldom notice old clothes if you wear a big smile.  
- Lee Mildon

**6**

Mon

☐☐☐**7**

Tue

☐☐☐**8**

Wed

☐☐☐**9**

Thu

☐☐☐**10**

Fri

☐☐☐**11/12**

Sat/Sun

☐☐☐

A smile is a curve that sets everything straight.  
- Phyllis Diller

**13**

Mon

☐☐☐**14**

Tue

☐☐☐**15**

Wed

☐☐☐**16**

Thu

☐☐☐**17**

Fri

☐☐☐**18/19**

Sat/Sun

☐☐☐



Eighty percent of success is showing up.  
- Woody Allen

20

Mon

☐  
☐  
☐

Session II last day of classes

21

Tue

☐  
☐  
☐

Summer Break no classes day or evening

22

Wed

☐  
☐  
☐

Summer Break no classes day or evening

23

Thu

☐  
☐  
☐Session III classes begin 8 a.m. and Weekend College Session III classes begin  
Session I midterms

24

Fri

☐  
☐  
☐

25/26

Sat/Sun

☐  
☐  
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Don't aim for success if you want it; just do what you love and believe in, and it will come naturally.  
- David Frost



**27**

Mon

☐  
☐  
☐**28**

Tue

☐  
☐  
☐

Weekend College Session III last day for drop for 100% refund  
Session III last day for drop for 100% refund

**29**

Wed

☐  
☐  
☐**30**

Thu

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☐**1**

Fri

☐  
☐  
☐**2/3**

Sat/Sun

☐  
☐  
☐



What we learn with pleasure we never forget.  
- Alfred Mercier

Independence Day no classes day or evening

**4**

Mon

☐☐☐**5**

Tue

☐☐☐

Session I last day to withdraw from any class, or to change from credit to audit

**6**

Wed

☐☐☐**7**

Thu

☐☐☐**8**

Fri

☐☐☐**9/10**

Sat/Sun

☐☐☐

Character and personal force are the only investments that are worth anything.  
- Walt Whitman

**11**

Mon

☐☐☐**12**

Tue

☐☐☐**13**

Wed

☐☐☐**14**

Thu

☐☐☐**15**

Fri

☐☐☐**16/17**

Sat/Sun

☐☐☐



Hear the meaning within the word.  
- William Shakespeare

**18**

Mon

☐☐☐

**19**

Tue

☐☐☐

**20**

Wed

☐☐☐

**21**

Thu

☐☐☐

Session III last day to withdraw from any class or to change from credit to audit

**22**

Fri

☐☐☐

**23/24**

Sat/Sun

☐☐☐



Imagination is more important than knowledge.  
- Albert Einstein



**25**

Mon

☐☐☐**26**

Tue

☐☐☐**27**

Wed

☐☐☐**28**

Thu

☐☐☐

Sessions I &amp; III last day of classes August 8th

**29**

Fri

☐☐☐**Pick up the new 2011-2012 BC Handbook Planner from your campus Student Life office****30/31**

Sat/Sun

☐☐☐



A wise man will make more opportunities than he finds.  
- Francis Bacon

# COLLEGE CALENDAR 2010-2011 TERM I (20111)

Session I Aug 23-Dec 15	Session II Aug 23-Oct 18	Session III Sept 14-Dec 10	Session IV Oct 21-Dec 15
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## REGISTRATION AND ADVISEMENT

Registration				
Graduation Candidates* Jun 1-Aug 22	Jun 1-Aug 22	Jun 1-Sept 13	Jun 1-Oct 20	
Registration:				
Continuing Students Jun 2-Aug 22	Jun 2-Aug 22	Jun 2-Sept 13	Jun 2-Oct 20	
Registration:				
New/Re-Entry Students Jun 22-Aug 22	Jun 22-Aug 22	Jun 22-Sept 13	Jun 22-Oct 20	
Registration: State Employees				
for Waiver Aug 20	Aug 20	Sept 13	Oct 20	
CLASSES BEGIN				
8:00 AM Aug 23	Aug 23	Sept 14	Oct 21	
Weekend College				
Classes Begin Aug 27	Aug 27	Sept 18	Oct 22	
Last Day For Drop and Last Day for				
100% Refund*** Aug 30	Aug 30	Sept 21	Oct 27	
Last Day to Drop for 100% Refund for				
Weekend College Aug 30	Aug 30	Sept 27	Oct 27	
HOLIDAY (Labor Day)				
No classes Sept 6	Sept 6			
HOLIDAY (Fall Holiday)				
No classes Sept 17	Sept 17	Sept 17		
MIDTERM Oct 18	Sept 21	Oct 26	Nov 17	
LAST DAY TO WITHDRAW				
FROM ANY CLASS Oct 29	Sept 27	Nov 4	Nov 23	
LAST DAY TO CHANGE FROM				
CREDIT TO AUDIT**** Oct 29	Sept 27	Nov 4	Nov 23	
HOLIDAY (Veterans Day)				
No classes Nov 11		Nov 11	Nov 11	
HOLIDAY (Thanksgiving)				
No evening classes Nov 24		Nov 24	Nov 24	
No classes Nov 25-28		Nov 25-28	Nov 25-28	
LAST DAY OF CLASSES Dec 15	Oct 18	Dec 10	Dec 15	
FINAL EXAMINATIONS Dec 9-15	Last Class Meeting	Last Class Meeting	Last Class Meeting	
GRADUATION Dec 17	Dec 17	Dec 17	Dec 17	
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE				
BY 3:00 PM Dec 16	Oct 19	Dec 16	Dec 16	

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College Offices will be closed from December 20, 2010 through January 1, 2011. Registration on the Web will be available except December 25, 2010 and January 1, 2011.

NOTE: SESSION I Friday evening, Saturday, and Sunday classes will have final examinations on December 10-12, 2010.

# COLLEGE CALENDAR 2010-2011 TERM II (20112)

Session I	Session II	Session III	Session IV
Jan 6-May 4	Jan 6-Mar 4	Jan 24-Apr 26	Mar 14-May 4

## REGISTRATION AND ADVISEMENT

Pre-Registration:				
Graduation Candidates*	Nov 2-Jan 5	Nov 2-Jan 5	Nov 2-Jan 23	Nov 2-Mar 13
Registration:				
Continuing Students	Nov 3-Jan 5	Nov 3-Jan 5	Nov 3-Jan 23	Nov 3-Mar 13
Registration:				
New/Re-Entry Students	Nov 23-Jan 5	Nov 23-Jan 5	Nov 23-Jan 23	Nov 23-Mar 13
Registration: State Employees				
for Waiver	Jan 5	Jan 5	Jan 21	Mar 11
CLASSES BEGIN				
8:00 AM	Jan 6	Jan 6	Jan 24	Mar 14
Weekend College				
Classes Begin	Jan 7	Jan 7	Jan 28	Mar 18
Last Day for Drop and Last Day for				
100% Refund***	Jan 13	Jan 13	Jan 31	Mar 21
Last Day to Drop for 100% Refund for				
Weekend College	Jan 10	Jan 10	Jan 31	Mar 21
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes	Jan 17	Jan 17		
PROFESSIONAL DEVELOPMENT DAY				
No classes	Feb 25	Feb 25	Feb 25	
HOLIDAY (Spring Break)	Mar 7-13		Mar 7-13	
MIDTERM	Mar 4	Feb 4	Mar 15	Apr 8
LAST DAY TO WITHDRAW				
FROM ANY CLASS	Mar 24	Feb 11	Mar 24	Apr 14
LAST DAY TO CHANGE FROM				
CREDIT TO AUDIT****	Mar 24	Feb 11	Mar 24	Apr 14
LAST DAY OF CLASSES	May 4	Mar 4	Apr 26	May 4
FINAL EXAMINATIONS	Apr 28-May 4	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION				
OFFICE BY 3:00 PM	May 5	Mar 5	May 5	May 50

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College Offices will be closed from December 20, 2010 through January 1, 2011. Registration on the Web will be available except December 25, 2010 and January 1, 2011.

NOTE: SESSION I Friday evening, Saturday and Sunday classes will have final exams on April 29 and April 30 2011.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

# COLLEGE CALENDAR 2010-2011 TERM III (20113)

Session I May 10-Aug 8	Session II May 10-Jun 21	Session III Jun 24-Aug 8
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## REGISTRATION AND ADVISEMENT

Pre-Registration: Graduation Candidates*	Mar 15-May 9	Mar 15-May 9	Mar 15-Jun 23
Registration: Continuing Students	Mar 16-May 9	Mar 16-May 9	Mar 16-Jun 23
Registration: New and Re-Entry Students	Apr 5-May 9	Apr 5-May 9	Apr 5-Jun 23
Registration: State Employees for Waiver	May 9	May 9	Jun 23
CLASSES BEGIN 8:00 AM	May 10	May 10	Jun 24
Weekend College Classes Begin	May 13	May 13	Jun 24
Last Day for Drop and Last Day for 100% Refund***	May 16	May 16	Jun 29
Last Day to Drop for 100% Refund for Weekend College	May 16	May 16	Jun 29
HOLIDAY (Memorial Day) No classes	May 30	May 30	
HOLIDAY (Summer Break) No classes	Jun 22-23		
MIDTERM	Jun 24	May 31	July 18
LAST DAY TO WITHDRAW FROM ANY CLASS	July 6	Jun 6	July 22
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	July 6	Jun 6	July 22
HOLIDAY (Independence Day) No classes day or evening	July 2-4		July 2-4
LAST DAY OF CLASSES	Aug 8	Jun 21	Aug 8
FINAL EXAMINATIONS	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY NOON	Aug 9	Jun 22	Aug 9

Alternate Friday classes are divided as follows:

### Session 2

Monday and Wednesday classes will meet on May 13, May 27, and June 10, 2011.  
Tuesday and Thursday classes will meet on May 20, June 3, and June 17, 2011.

### Session 3

Monday and Wednesday classes will meet on July 8, July 22, and August 5, 2011.  
Tuesday and Thursday classes will meet on July 1, July 15, and July 29, 2011.

\*Special registration for students within 15 hours (or less) of degree completion.

\*\*\*Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

\*\*\*\*Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

Assignment Due Assignment Due Assignment Due Assignment Due Assignment Due Assignment Due

Assignment Due Assignment Due Assignment Due Assignment Due Assignment Due

MID TERM MID TERM MID TERM MID TERM MID TERM MID TERM

MID TERM MID TERM MID TERM MID TERM MID TERM

FINAL FINAL FINAL FINAL FINAL FINAL

FINAL FINAL FINAL FINAL FINAL

TEST TEST TEST TEST TEST TEST

TEST TEST TEST TEST TEST

Reminder Reminder Reminder Reminder Seahawk Game Seahawk Game

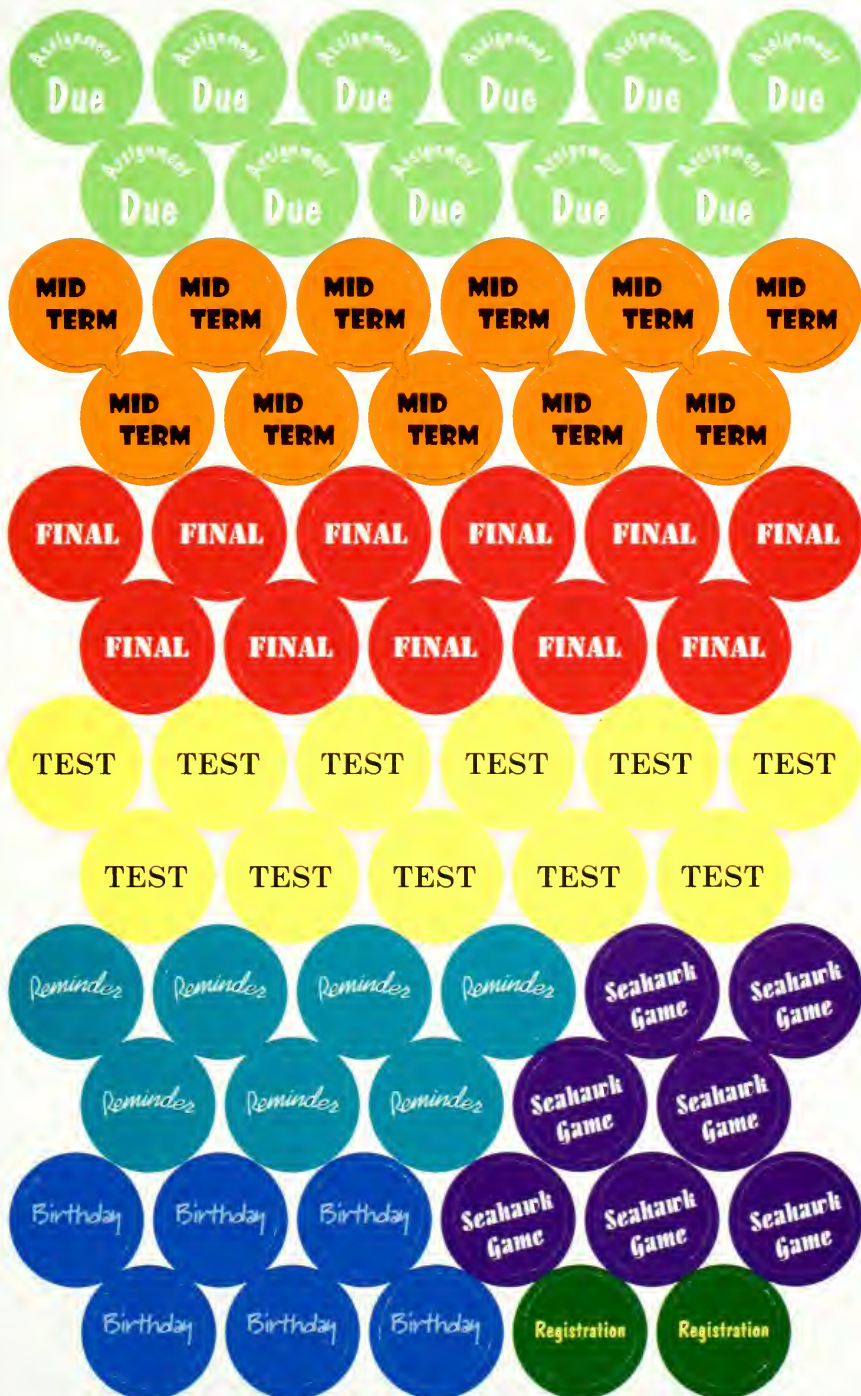
Reminder Reminder Reminder Seahawk Game Seahawk Game

Birthday Birthday Birthday Seahawk Game Seahawk Game Seahawk Game

Birthday Birthday Birthday Registration Registration











# NOTES

**BROWARD  
COLLEGE**  
*Define Yourself.*

**Fin..ish!  
What  
You  
Start!**

